

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 1 of 3

Command: <b>Oceanside</b>	Division: <b>Border</b>	Chapter: <b>6</b>
Inspected by: <b>Sergeant R. Matthews, #10824</b>		Date: <b>10/13/2009</b>

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level   x Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:  <b>18</b>	x Corrective Action Plan Included  <input type="checkbox"/> Attachments Included
Follow-up Required:  x Yes <input type="checkbox"/> No	Forward to:  Due Date:		
<b>Chapter Inspection:</b>			
<b>Inspector's Comments Regarding Innovative Practices:</b>			

Command Suggestions for Statewide Improvement:

Inspector's Findings:

The Oceanside Area CHP office's fleet management program is well maintained. Since the Area has two auto technicians II, they are able to schedule them accordingly during furlough days for maximum coverage. The Area appears to be using the most effective and economical method of repairing and maintaining their fleet as all required paperwork is properly completed and submitted in a timely manner.

Several minor issues were identified during the inspection. There is no current tool inventory on file; therefore, a tool inventory needs to be conducted in accordance with HPM 31.1, Fleet Operations Manual, Chapter 6. A quarterly count of parts, tires and accessories has not been recently completed, and it the fleet supervisor's responsibility to ensure that the count has been conducted in accordance with HPM 31.1 Chapter 7. Finally, several spare tires were mounted on rims and located in the auto technicians' area, but not properly secured. A chain or cable with a lock would provide the adequate protection.

All corrective actions will be completed within (30) days.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

## AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Oceanside	Border	650
EVALUATED BY		DATE
Sergeant R. Matthews, #10824		10/13/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Correction Report  BY _____	COMMANDER'S REVIEW  DATE 10/16/09

## 1. AREA ADMINISTRATION

EVALUATED	ACTION REQUIRED	CORRECTED
Yes	No	

- a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

- (1) Is the Area commander involved and informed? ☒ Yes ☐ No

- (a) Does he/she monitor invoices? ☒ Yes ☐ No

- (2) Who is authorized to approve invoices? Area Commander and the Field Operations Officer

- b. What is the background experience of the Automotive Technician (AT)? Auto Technician II (Lead) Tom Carlson has been with the Department for (15) years and Auto Technician II Camilo Taramo for (8) years.

- (1) Are sufficient instructions and training provided? ☒ Yes ☐ No

- (2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

- (3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

- (4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

- (5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

- (6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

- (7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☒ No

- c. How much maintenance work is being done by the AT? All maintenance such as tires, brakes and general minor repairs, anything not covered under warranty is conducted by auto technicians.

- (1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

- (a) If these duties are not being performed, why not? N/A

- d. What other duties or responsibilities are placed on the AT? Fuel tank monitoring, haz-mat disposal manifest, maintenance/repairs to Area's parking lot and auto technicians' areas.

## 2. VEHICLE USE

EVALUATED	ACTION REQUIRED	CORRECTED
Yes	No	

- a. How many "E" Class vehicles are assigned to the Area? (27) "E" class vehicles, (1) MRE truck, (3) motor carrier vans, (2) Area cars

(1) Is there an unmarked patrol vehicle assigned for the commander?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? There are no vehicles in excess of the formula.		
b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) Is there a supply of tools and minor equipment available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What is the justification for any vehicle kept at employees homes after duty hours? None		
d. Who does the commander allow to ride in vehicles? Dispatchers, CHP applicants, cadets, allied agencies and media personnel.		
(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the CHP 428 kept for the appropriate period of time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>3. SERVICE ARRANGEMENTS</b>	EVALUATED Yes	ACTION REQUIRED No
a. What vendors are being used for servicing or repairing vehicles? Ken Grody Ford - Carlsbad; Bob Baker Dodge - Carlsbad; BMW Motorcycle of North County - Escondido.		
(1) Are they authorized dealers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What process was used in selecting a service vendor? The vendor selection process is based on the type of maintenance that is needed; the time it takes to complete the repair; and the cost of the job.		
(3) What are the hourly rates being charged? \$75 per hour		
(a) Are discounts given on parts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Has the command shopped for the most cost effective vendors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What percentage of the fleet is needed on weekends? 75%		
(2) Are there shortages of vehicles on Mondays?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) If more than one AT, are their hours/days scheduled most effectively?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is overtime needed for maximum enforcement periods?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are provisions adequate to ensure regular washing of vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How are interiors cleaned? The interiors of the vehicles are cleaned by Area and car wash personnel.		

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☒ Yes ☐ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Officers note the defective equipment on the "Defective Vehicle Report" and place a "B/O" tag on the appropriate unit's key hook.

(1) Who is authorized to declare a vehicle unsafe for patrol? Supervisors, officers and auto technicians.

(a) Who determines when a vehicle is safe after repair or checking of defects? Dealerships and auto technicians.

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? Five years

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

**4. MILEAGE MANAGEMENT**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☐ Yes ☒ No

b. How are adjustments to mileage accomplished? Auto technicians rotate cars with high mileage among officers and the cars assigned to the San Onofre Scale Facility.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? This program has no affect at all as cars are rotated accordingly.

c. How does the Area project run outs? Cars are projected (45) days prior to the mileage reaching 100,000 miles.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No



(2) What has been the condition of vehicles returned to FOS? Vehicles returned to FOS are normally in good condition.

(3) Are the right equipment options completed?

☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED  
Yes

ACTION REQUIRED  
Yes

CORRECTED

a. Is there adequate space and comfort in the AT office?

☐ Yes ☒ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☐ Yes ☒ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☒ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☒ Yes ☐ No

(1) Could the AT be more effective if they were available?

☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED  
Yes

ACTION REQUIRED  
Yes

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☒ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? Management, supervisors, and auto technicians.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) How are tires stored? Tires are stored on tire racks and locked with metal bars; however, several spare tires are mounted on rims for officers to use after business hours, but they are not properly secured.		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of? Batteries are disposed of at the dealerships, and tires are disposed of through the State contracting waste haulers.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Who conducted the count? Has not been conducted lately.		

7. FUEL DISPENSING FACILITY	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies? State credit cards			
(a) Is self-service or full-service used? self-service			

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Officers, Area personnel and auto technicians.		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? They keys are locked in a locker box located in the sergeants' office and available to sergeants and auto technicians.		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? Personnel use the gas log for fuel and oil which they have used.		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A - it is now a closed system.		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? 9/9/2009		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? once per month		
(2) At what level is it refilled? 80%		
i. How does the Area secure the fuel pumps when they are not in use? State locks		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are the AT's work areas inspected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Are there possible unsafe conditions within the AT's work areas?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(1) Is the shop floor clean and free of any spills?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Are electrical cords or hoses posing a hazard?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(3) Are fire extinguishers charged, inspected and of the proper type?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Are any batteries leaking or stored improperly?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(5) Are there loose items on the floor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(6) Is the bench grinder firmly affixed, and are there safety glasses available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Are they worn by the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(7) Is the battery charger in a safe place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(8) Are masks available for AT's to wear when servicing brakes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) If yes, are they worn?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(9) Are jack stands properly utilized?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
c. What is the Area occupational safety record as it relates to fleet management? Good - Area is currently meeting its occupational goals.			
(1) Have any injuries been prevented with an improved safety awareness program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>9. VEHICLE RECORDS AND MAINTENANCE</b>	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Are fleet records logically filed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are they conveniently located and available to the AT and supervisor?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Do files contain all required documents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) If documents are not in files, where are they located? N/A			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are documents legible and complete?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Who reviews the FF reports? Area Commander, Field Operations Officer, supervisors and auto technicians.			
(3) How is the information used in Area's fleet administration? This information is used to rotate cars with high mileage and to schedule service dates.			
c. Is the CHP 424 current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? The date is stamped on the appropriate invoice.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	<b>EVALUATED</b> Yes	<b>ACTION REQUIRED</b> No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	<b>EVALUATED</b> Yes	<b>ACTION REQUIRED</b> No
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance? All bulletins are discussed at quarterly motor training days and filed by the Area's motor sergeants.		
(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have? Quarterly motor ride-alongs with motor sergeants or CMTOs.		

(1) Is there a Defensive Rider Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record? Year to date - there has been one preventable and one non-preventable motorcycle accident.		
(a) How does it compare with Division and statewide rates? Below by one preventable motorcycle accident.		
(4) Does the Area conduct quarterly motorcycle training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop? Both		
(1) Are the arrangements satisfactory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is a battery charger available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



(5) Is there security and an accurate inventory kept?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles? All services and repairs for the motorcycles are conducted at the local dealerships.		
(1) Is it satisfactory and cost effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is repair work verified? By the assigned motor officers.		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is a supervisor's permission required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs? Area has a motorcycle trailer.		
(6) Does the Area have a motorcycle trailer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How often is it used? Usually twice a month.		
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service up-do-date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**ACTION ITEMS:**

5. AUTOMOTIVE WORK AREA/EQUIPMENT: c.(1) (a) - There is no current tool inventory on file. Therefore, Area needs to conduct a tool inventory in accordance with HPM 31.1, Fleet Operations Manual, Chapter 6, within (30) days.

6. TIRES, PARTS & SUPPLIES: e. (3) (a) - Several spare tires are mounted on rims for officers to utilize, but they are not properly secured. A chain or cable with a lock would provide adequate protection.

h. (1) - There has not been a quarterly count of parts, tires, accessories and supplies conducted lately. The fleet supervisor is responsible to ensure that a count is properly completed in accordance with HPM 31.1, Fleet Operations Manual, Chapter 7, within (30) days.

# AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA Otay Mesa I. F.	DIVISION Border	NUMBER 646
EVALUATED BY G. Brents <i>[Signature]</i>		DATE 8/27/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW <i>[Signature]</i>	DATE 9/3/09
<input type="checkbox"/> Correction Report BY		EVALUATED 8/27/2009	ACTION REQUIRED None
		CORRECTED N/A	

### 1. AREA ADMINISTRATION

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☐ Yes ☒ No

(2) Who is authorized to approve invoices? Invoices are approved and processed by the San Diego Area.

b. What is the background experience of the Automotive Technician (AT)? N/A, Otay Mesa I.F. does not have an automotive technician assigned to the facility.

(1) Are sufficient instructions and training provided? *N/A* ☐ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☐ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☐ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☐ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☐ No

c. How much maintenance work is being done by the AT?

(1) Is he/she qualified to perform maintenance and minor repairs? ☐ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT?

### 2. VEHICLE USE

EVALUATED 8/27/2009	ACTION REQUIRED None	CORRECTED N/A
------------------------	-------------------------	------------------

a. How many "E" Class vehicles are assigned to the Area? (2) One commander's vehicle and one federally funded vehicle.

**AREA MANAGEMENT EVALUATION**

**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☐ Yes ☒ No

c. What is the justification for any vehicle kept at employees homes after duty hours? After hours emergency response as established by HPM 31.1.

d. Who does the commander allow to ride in vehicles? CHP employees, the public as determined by GO 100.42.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

**3. SERVICE ARRANGEMENTS**

EVALUATED  
8/27/2009

ACTION REQUIRED  
None

CORRECTED  
N/A

a. What vendors are being used for servicing or repairing vehicles? Since San Diego Area performs all repairs and maintenance of the facility's vehicles this section will be deferred to the audit conducted for the San Diego Area.

(1) Are they authorized dealers? *N/A* ☐ Yes ☐ No

(2) What process was used in selecting a service vendor?

(3) What are the hourly rates being charged?

(a) Are discounts given on parts? ☐ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☐ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☐ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☐ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles? ☐ Yes ☐ No

(1) How are interiors cleaned?

## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Defects are reported to the on-duty supervisor and logged into the CHP 33 book.

(1) Who is authorized to declare a vehicle unsafe for patrol? With the concurrence of the supervisor a vehicle will be placed out of service and arrangements made with the San Diego Area automotive technician for assessment and repair.

(a) Who determines when a vehicle is safe after repair or checking of defects? San Diego Area automotive technician

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? San Diego Area retains these files.

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

#### 4. MILEAGE MANAGEMENT

EVALUATED  
8/27/2009

ACTION REQUIRED  
None

CORRECTED  
N/A

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☐ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☐ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☐ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No

b. How are adjustments to mileage accomplished?

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☐ Yes ☐ No

(2) Does the AT understand what is required? ☐ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☐ Yes ☐ No

(a) If so, how does it effect mileage averaging?

c. How does the Area project run outs?

(1) Is FOS provided 30-45 days advance notice? ☐ Yes ☐ No

## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(2) What has been the condition of vehicles returned to FOS?

N/A

(3) Are the right equipment options completed?

☐ Yes ☐ No

#### 5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED  
8/27/2009

ACTION REQUIRED  
None

CORRECTED  
N/A

a. Is there adequate space and comfort in the AT office?

N/A

☐ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☐ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☐ Yes ☐ No

b. Is the space for working on vehicles adequate?

☐ Yes ☐ No

(1) Is it clean and organized?

☐ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☐ Yes ☐ No

(1) Is there an inventory?

☐ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☐ Yes ☐ No

(a) Are they clean and properly maintained?

☐ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☐ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☐ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☐ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☐ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

#### 6. TIRES, PARTS AND SUPPLIES

EVALUATED  
8/27/2009

ACTION REQUIRED  
None

CORRECTED  
N/A

a. Is the space provided for parts and supplies adequate?

N/A

☐ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☐ Yes ☐ No

(3) Is there adequate security?

☐ Yes ☐ No

(4) Who has access to the parts/supplies?

(5) Are batteries stored in a dry location, off the cement floor?

☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☐ Yes ☐ No

## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked?

N/A

☐ Yes ☐ No

(1) Are there obsolete parts on hand?

☐ Yes ☐ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?

☐ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for?

☐ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?

☐ Yes ☐ No

(2) Are proper guidelines in place for record keeping?

☐ Yes ☐ No

(a) Are records reviewed by management?

☐ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse?

☐ Yes ☐ No

(a) How are tires stored?

(4) Is access to the tires restricted to the AT and his/her assistant or backup?

☐ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires?

☐ Yes ☐ No

(6) Does it appear tires are being replaced prematurely?

☐ Yes ☐ No

(7) Are adequate records maintained for used tires?

☐ Yes ☐ No

(a) Is the disposition of used tires within policy?

☐ Yes ☐ No

f. How are old tires/batteries disposed of?

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?

☐ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs?

☐ Yes ☐ No

(3) Are the provisions of any tire or battery disposal contract being met?

☐ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required?

☐ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked?

☐ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted?

☐ Yes ☐ No

(1) Who conducted the count?

## 7. FUEL DISPENSING FACILITY

EVALUATED  
8/27/2009

ACTION REQUIRED  
None

CORRECTED  
N/A

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?

☐ Yes ☒ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? Otay Mesa I.F. does not have a fuel dispensing facility, and due to the physical location to/from the nearest CHP Area, officers use local gas stations.

(a) Is self-service or full-service used? Self-serve.



## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?			
(1) Are fluids and tires checked during fueling?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?			
(3) Is gasoline measured before and after deliveries?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?			
(1) Are records maintained as required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?			
g. Does the physical inventory reasonably balance with the metered inventory each month?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?			
h. Is there a contract for fuel?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?			
(2) At what level is it refilled?			
i. How does the Area secure the fuel pumps when they are not in use?			
(1) Is the system adequate?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION**

**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED 8/27/2009	ACTION REQUIRED None	CORRECTED N/A
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?		N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?	No injuries recorded.		

(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
---------------------------------------------------------------------------------	--	--	----------------------------------------------------------

9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED 8/27/2009	ACTION REQUIRED None	CORRECTED N/A
a. Are fleet records logically filed?		N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input type="checkbox"/> No

## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are there any warranty problems?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are they being resolved?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?			
e. Do invoices indicate parts are being supplied by the CHP?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

#### 10. CONDITION OF THE FLEET

EVALUATED  
8/27/2009

ACTION REQUIRED  
None

CORRECTED  
N/A

- a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?
- (1) Have any unauthorized modifications been made on vehicles?

#### 11. MOTORCYCLES

EVALUATED  
8/27/2009

ACTION REQUIRED  
None

CORRECTED  
N/A

- a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?
- (1) Are the program objectives clearly understood by the commander and supervisors?
- (2) Does the Area have an up-to-date SOP relating to motorcycle operations?
- b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?
- (1) Are motorcycles being used on beats with predominantly high speed problems?
- (2) Are motorcycles used for special duty officer transportation?
- (3) Are motorcycles parked at the Area office during vacations and extended days off?
- c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?
- (1) What system is in place to verify understanding and compliance?
- (2) Are Bulletins discussed with riders?
- d. What type of active safety program does the Area have?

## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record?			
(a) How does it compare with Division and statewide rates?			
(4) Does the Area conduct quarterly motorcycle training?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?			
(1) Are the arrangements satisfactory?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Are any repairs being done by riders?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is a battery charger available?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?

N/A

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

The Otay Mesa Inspection Facility (I. F.) has two vehicles (one Commander's, and one federally funded) assigned to its facility. These vehicles are serviced and maintained by the San Diego Area automotive technician. Additionally Otay Mesa I. F. is normally provided one loaner black/white patrol vehicle from the San Diego Area. However, routine maintenance, inspections, and approval of invoices are completed by the San Diego Area command. Otay Mesa I. F. does not receive invoices for repairs or services for the commander's or federally funded vehicle since San Diego Area initiates services and repairs thru their vendors.

# **Area Management Evaluation**

## **Fleet Management**

### **Otay Mesa Inspection Facility (and Tecate Scales)**

#### **1. AREA ADMINISTRATION**

The Otay Mesa Inspection Facility has two vehicles assigned to the command. One, the commander's vehicle and one, federally funded commercial vehicle. Additionally, the San Diego Area loans the facility one black/white enforcement vehicle for commercial enforcement. San Diego Area automotive technician performs all maintenance, repairs, and approves, processes all invoices.

#### **2. VEHICLE USE**

- c. Otay Mesa has only one vehicle (commander's vehicle) that falls under the guidelines established in HPM 31.1. The commander responds to emergency calls outside of scheduled work hours.
- d. Although Otay Mesa did not have any requests for ride-alongs from the public in 2008, they have in past years. All ride-alongs are approved as permitted by policy in G.O. 100.42.

#### **3. SERVICE ARRANGEMENTS**

- a. Since San Diego Area performs all repairs and maintenance of the facility's vehicles, this section will be deferred to the audit conducted for the San Diego Area.
- c. Otay Mesa personnel routinely wash vehicles when refueling at local gas stations for a nominal fee.

#### **4. MILEAGE MANAGEMENT**

- a. Otay Mesa supervision is involved in the assignment of available vehicles. With the limited number of vehicles and the extended travel from Otay Mesa to/from Tecate scales, equity mileage accumulation is not a factor.

#### **5. AUTOMOTIVE WORK AREA/EQUIPMENT**

Not applicable.

#### **6. TIRES, PARTS AND SUPPLIES**

Not applicable.



**7. FUEL DISPENSING FACILITY**

Not applicable.

**8. SAFETY**

Not applicable.

**9. VEHICLE RECORD AND MAINTENANCE**

Not applicable.

**10. CONDITION OF FLEET**

Not applicable.

**11. MOTORCYCLES**

Not applicable.



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 1 of 2

Command: <b>Otay Mesa I.F.</b>	Division: <b>Border</b>	Chapter:6, FLEET MANAGEMENT
G. Brents		08/27/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to:		
Due Date:			
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

N/A

Command Suggestions for Statewide Improvement:
------------------------------------------------

N/A

Inspector's Findings:
-----------------------

N/A

Commander's Response: <input checked="" type="checkbox"/> Concur or <input type="checkbox"/> Do Not Concur (Do Not Concur shall document basis for response)
--------------------------------------------------------------------------------------------------------------------------------------------------------------

N/A

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)
---------------------------------------------------------------------------------------------------------------------

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 2 of 2

Command: Otay Mesa I.F.	Division: Border	Chapter:6, FLEET MANAGEMENT
G. Brents		08/27/2009

Required Action
Corrective Action Plan/Timeline

N/A

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 8/27/09
G. Brents	INSPECTOR'S SIGNATURE 	DATE 09/09/09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 9/29/09

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 1 of 3

Command: <b>El Centro</b>	Division: <b>Border</b>	Chapter: <b>6</b>
Inspected by: <b>Sergeant Billy King, #13098</b>		Date: 08/18/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:  4 hrs.	<input type="checkbox"/> Corrective Action Plan Included  <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to:  Due Date:		
<b>Chapter Inspection:</b>			
<b>Inspector's Comments Regarding Innovative Practices:</b>			

None.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

The inspection results determined the command is in compliance with Departmental policy. The command needs to follow up on the inspection of the fuel pump and insure the proper agency calibrates the pump and attaches the inspection sticker in a visible location.

Commander's Response: ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

None.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 2 of 3

Command: El Centro	Division: Border	Chapter: 6
Inspected by: Sergeant Billy King, #13098		Date:08/18/2009

The AT appears to be genuinely concerned with the area day to day fleet operations. He is very proactive with the program and displays a positive attitude and strong work ethic.

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 3 of 3

Command: El Centro	Division: Border	Chapter: 6
Inspected by: Sergeant Billy King, #13098		Date: 08/18/2009

Required Action

Corrective Action Plan/Timeline

None.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 8-18-09
	INSPECTOR'S SIGNATURE 	DATE 8/18/09
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 8/26/09



**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA El Centro (626)	DIVISION Border	NUMBER <b>CHAP 6</b>
EVALUATED BY Sgt. Billy J. King, #13098		DATE 08/18/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 10/18/2009
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW 
		DATE <b>8/27/09</b>
<b>1. AREA ADMINISTRATION</b>		EVALUATED Yes
		ACTION REQUIRED No
		CORRECTED

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Supervision and management.

b. What is the background experience of the Automotive Technician (AT)? Trained by Department, 11 years experience.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☒ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☒ No

c. How much maintenance work is being done by the AT? All maintenance work except warranty repairs.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Minor repairs to facility & parking lot area.

<b>2. VEHICLE USE</b>	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
-----------------------	------------------	-----------------------	-----------

a. How many "E" Class vehicles are assigned to the Area? 19

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? All vehicles are kept at the area.

d. Who does the commander allow to ride in vehicles? CHP and applicant ride a longs, others on an individual basis w/approval.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? El Centro Motors, Lee Tire, J&amp;M Auto Body, and Orosco's Auto Body.

(1) Are they authorized dealers?

☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Already in place prior to assignment of AT.

(3) What are the hourly rates being charged? \$44.00 to \$76.00.

(a) Are discounts given on parts?

☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☐ Yes ☒ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? Normally 60% unless MEP period.

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned? Area has a contract with Romeo's Car Wash in El Centro. Minor issues are taken care of at area level by either the AT or Maintenance worker.

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No(3) Is there more than one car wash facility available? ☒ Yes ☐ No(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Officers are required to use the Defective Vehicle Report form which is provided by the AT. The report provides all pertinent information to AT, to include whether the vehicle is out of service or OK for limited use.

(1) Who is authorized to declare a vehicle unsafe for patrol? AT, Officers, Supervision and Management.

(a) Who determines when a vehicle is safe after repair or checking of defects? AT.

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? 3 years.

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No(a) If not, can adjustments be made to accomplish this? ☒ Yes ☐ No

b. How are adjustments to mileage accomplished? AT does a daily mileage report and service check using a self generated form.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No(2) Does the AT understand what is required? ☒ Yes ☐ No(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? Mileage is still monitored on a daily basis and adjustments are made if vehicle is low on miles. This will be brought to the attention of Supervision and Management.

c. How does the Area project run outs? Daily mileage report.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) What has been the condition of vehicles returned to FOS? Good, no complaints from FOS.

(3) Are the right equipment options completed?

☒ Yes ☐ No**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

ACTION REQUIRED

CORRECTED

Yes

No

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☒ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

ACTION REQUIRED

CORRECTED

Yes

No

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☒ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? AT, maintenance worker, Supervision and Management.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?	New tires are stored and locked in a metal shed. Used tires are labeled by size and are stored in a locked metal shed.	
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?	Old Batteries are used as core's when new one's purchased and used tires are sold to the highest bidder.	
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?	Sgt. Brollini, #9773 on 08-06-09.	

**7. FUEL DISPENSING FACILITY**

EVALUATED

Yes

ACTION REQUIRED

Yes

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?	Area has CFN gas card along with the Voyager card in all vehicle 33 books.	
(a) Is self-service or full-service used?	Self Service.	

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	AT and maintenance worker.	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	Daily fuel log.	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	Unable to determine exact amount, the Veeder Root machine is inop. DGS is aware and working on getting it repaired. If discrepancies found brought to Supervision's attention.	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	No label on pump, AT will have to get with City or County of Imperial to arrange for inspection.	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	Approximately every two weeks.	
(2) At what level is it refilled?	4000 gallons.	
i. How does the Area secure the fuel pumps when they are not in use?	Pad locks, with key on every vehicle key ring.	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?	Excellent, area goals have been met.		

(1) Have any injuries been prevented with an improved safety awareness program?

☐ Yes ☐ No**9. VEHICLE RECORDS AND MAINTENANCE**EVALUATED  
YesACTION REQUIRED  
No

CORRECTED

a. Are fleet records logically filed?

☒ Yes ☐ No

(1) Are they conveniently located and available to the AT and supervisor?

☒ Yes ☐ No

(2) Do files contain all required documents?

☒ Yes ☐ No

(a) If documents are not in files, where are they located? In wooden book case.

b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?

☒ Yes ☐ No

(1) Are documents legible and complete?

☒ Yes ☐ No

(2) Who reviews the FF reports? Monthly reports are reviewed by AT, fleet supervisor and management.

(3) How is the information used in Area's fleet administration? THE FMIS report assists the Area in managing the fleet effectively and economically.

c. Is the CHP 424 current?

☒ Yes ☐ No

(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?

☐ Yes ☒ No

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? AT uses ten cents per mile formula to fix vehicles. If cost exceeds formula, AT notifies Fleet OPS by e-mail for approval of repairs. AT attaches e-mail to invoice after repairs completed.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	<b>EVALUATED</b> Yes	<b>ACTION REQUIRED</b> No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	<b>EVALUATED</b> No	<b>ACTION REQUIRED</b>
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		



**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program?

☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes ☐ No

(a) Are mandatory exercises being conducted?

☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes ☐ No

(2) Is the repair person proficient?

☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☐ No

(6) Are any repairs being done by riders?

☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☐ No

(1) Is safety compromised?

☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes ☐ No

(a) Has it been inspected and approved?

☐ Yes ☐ No

(b) Are records of the approval on file?

☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes ☐ No

(2) Is there ample supply available?

☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☐ No

(4) Is a battery charger available?

☐ Yes ☐ No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?

☐ Yes☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes☐ No

(a) Is a supervisor's permission required?

☐ Yes☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes☐ No

(3) Is service up-to-date?

☐ Yes☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes☐ No

## CHP 454 (Rev. 5-06) OPI 009

SUBJECT: Fleet Management

DATE: 08/18/2009

c454\_506.pdf

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 1 of 2

Command: <b>Rainbow IF</b>	Division: <b>Border</b>	Chapter: <b>6</b>
Inspected by: <b>M. G. BROWN, Sergeant</b>		Date: <b>09-02-2009</b>

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level  <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:  <b>4</b>	<input type="checkbox"/> Corrective Action Plan Included  <input checked="" type="checkbox"/> Attachments Included
Follow-up Required:  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to:  Due Date:		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None

Command Suggestions for Statewide Improvement:

None

Inspector's Findings:

**1. AREA ADMINISTRATION**

- 1.a. The Facility fleet is provided by the Host Area, which in this case, is the Temecula Area Office. The Facility Commander works closely with the Host Area Commander to ensure the balanced rotation of vehicles from the Temecula Area fleet to minimize extended mileage and excessive maintenance costs.

The Facility Commander in this instance does not review or approve invoices for the assigned fleet. This is accomplished by the Host Area and the assigned Automotive Technician (AT) for Temecula Area.

**2. VEHICLE USE**

- a. The Facility has a total of three "E" class vehicles assigned to it from the Host Area. One is assigned exclusively to the Division Explosives Detection Canine (EDC) Handler. One is utilized for S/B Scale operations. The third vehicle is used for N/B Scale operations, scale sign enforcement, and sergeant use alternately.
- a.(2) The Host Area is responsible for providing the required information to calculate the vehicle allotment formula. However, the Facility's assigned uniformed strength is twenty-six (26) officers and the allotted amount of vehicles assigned from the Host Area falls below the established guidelines.

**COMMAND INSPECTION PROGRAM  
EXCEPTIONS DOCUMENT**

Page 2 of 2

Command: <b>Rainbow IF</b>	Division: <b>Border</b>	Chapter: <b>6</b>
Inspected by: <b>M. G. BROWN, Sergeant</b>		Date: <b>09-02-2009</b>

- b.(1) Uniformed personnel are directed to coordinate through the Host Area AT for all repairs to the fleet. As a result, there are no tools provided for the performance of minor repairs to the vehicles.
- c. Facility fleet assets are not kept at employee's residences after shift with the exception of the Division EDC handler. His vehicle is made available for the quick deployment of the EDC canine at all times.
- d. The Facility only allows ride-alongs for authorized members of the Department as they are determined to be job critical.

**SUMMARY:**

Due to the specialized mission of commercial inspection facilities, much of the contents of this chapter do not apply to this facility. Many of the concepts and requirements of the chapter are fulfilled by the Host Area for this facility which is the Temecula Area Office.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

I concur with the inspector's findings. Accordingly, the Facility requests one (1) additional Class E Black and White Patrol vehicle in support of mission critical functions and operations.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

**Required Action**

**Corrective Action Plan/Timeline**

None.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE <b>10-20-09</b>
	INSPECTOR'S SIGNATURE 	DATE <b>10-1-09</b>
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE <b>11-2-09</b>

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 1 of 2

Command: <b>Rainbow IF</b>	Division: <b>Border</b>	Chapter: <b>6</b>
Inspected by: <b>M. G. BROWN, Sergeant</b>		Date: <b>09-02-2009</b>

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:  4	<input type="checkbox"/> Corrective Action Plan Included  <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to:  Due Date:		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None

Command Suggestions for Statewide Improvement:
------------------------------------------------

None

Inspector's Findings:
-----------------------

**1. AREA ADMINISTRATION**

- 1.a. The Facility fleet is provided by the Host Area, which in this case, is the Temecula Area Office. The Facility Commander works closely with the Host Area Commander to ensure the balanced rotation of vehicles from the Temecula Area fleet to minimize extended mileage and excessive maintenance costs.

The Facility Commander in this instance does not review or approve invoices for the assigned fleet. This is accomplished by the Host Area and the assigned Automotive Technician (AT) for Temecula Area.

**2. VEHICLE USE**

- a. The Facility has a total of three "E" class vehicles assigned to it from the Host Area. One is assigned exclusively to the Division Explosives Detection Canine (EDC) Handler. One is utilized for S/B Scale operations. The third vehicle is used for N/B Scale operations, scale sign enforcement, and sergeant use alternately.
- a.(2) The Host Area is responsible for providing the required information to calculate the vehicle allotment formula. However, the Facility's assigned uniformed strength is twenty-six (26) officers and the allotted amount of vehicles assigned from the Host Area falls below the established guidelines.

**COMMAND INSPECTION PROGRAM  
EXCEPTIONS DOCUMENT**

Page 2 of 2

Command: <b>Rainbow IF</b>	Division: <b>Border</b>	Chapter: <b>6</b>
Inspected by: <b>M. G. BROWN, Sergeant</b>		Date: <b>09-02-2009</b>

- b.(1) Uniformed personnel are directed to coordinate through the Host Area AT for all repairs to the fleet. As a result, there are no tools provided for the performance of minor repairs to the vehicles.
- c. Facility fleet assets are not kept at employee's residences after shift with the exception of the Division EDC handler. His vehicle is made available for the quick deployment of the EDC canine at all times.
- d. The Facility only allows ride-alongs for authorized members of the Department as they are determined to be job critical.

**SUMMARY:**

Due to the specialized mission of commercial inspection facilities, much of the contents of this chapter do not apply to this facility. Many of the concepts and requirements of the chapter are fulfilled by the Host Area for this facility which is the Temecula Area Office.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

I concur with the inspector's findings. Accordingly, the Facility requests one (1) additional Class E Black and White Patrol vehicle in support of mission critical functions and operations.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

Required Action
Corrective Action Plan/Timeline

None.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE <i>[Signature]</i>	DATE <i>10/15/2009</i>
	INSPECTOR'S SIGNATURE <i>[Signature]</i>	DATE <i>10/15/09</i>
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE <i>[Signature]</i>	DATE <i>10-29-09</i>

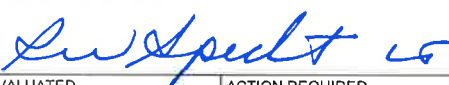


**AREA MANAGEMENT EVALUATION  
FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA Rainbow I.F.	DIVISION Border	NUMBER 686
EVALUATED BY Sgt. M.G. Brown, #11184		DATE 09/02/2009

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW  DATE 9-11-2009
<b>1. AREA ADMINISTRATION</b>		EVALUATED 09/02/09	ACTION REQUIRED No CORRECTED

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☐ Yes ☒ No

(2) Who is authorized to approve invoices? See Attached

b. What is the background experience of the Automotive Technician (AT)? N/A - See Attached.

(1) Are sufficient instructions and training provided? ☐ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☐ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☐ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☐ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☐ No

c. How much maintenance work is being done by the AT?

(1) Is he/she qualified to perform maintenance and minor repairs? ☐ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT?

**2. VEHICLE USE**

EVALUATED 09/02/09	ACTION REQUIRED No	CORRECTED
-----------------------	-----------------------	-----------

a. How many "E" Class vehicles are assigned to the Area? See Attached



**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? See Attached

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☐ Yes ☒ No

(a) Is there a supply of tools and minor equipment available? ☐ Yes ☒ No

c. What is the justification for any vehicle kept at employees homes after duty hours? See Attached

d. Who does the commander allow to ride in vehicles? See Attached

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☐ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☐ Yes ☐ No

**3. SERVICE ARRANGEMENTS**

EVALUATED  
No

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles?

(1) Are they authorized dealers? ☐ Yes ☐ No

(2) What process was used in selecting a service vendor?

(3) What are the hourly rates being charged?

(a) Are discounts given on parts? ☐ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☐ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☐ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☐ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles? ☐ Yes ☐ No

(1) How are interiors cleaned?

**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical?

☐ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☐ No

(3) Is there more than one car wash facility available?

☐ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☐ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☐ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☐ No

d. How do officers report defective equipment?

(1) Who is authorized to declare a vehicle unsafe for patrol?

(a) Who determines when a vehicle is safe after repair or checking of defects?

(b) Does he/she sign off the report form and indicate what has been done?

☐ Yes ☐ No

(c) Is this system effective?

☐ Yes ☐ No

(d) How long are records kept?

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☐ Yes ☐ No

**4. MILEAGE MANAGEMENT**

EVALUATED

No

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☐ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☐ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☐ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished?

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☐ Yes ☐ No

(2) Does the AT understand what is required?

☐ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☐ Yes ☐ No

(a) If so, how does it effect mileage averaging?

c. How does the Area project run outs?

(1) Is FOS provided 30-45 days advance notice?

☐ Yes ☐ No

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) What has been the condition of vehicles returned to FOS?

(3) Are the right equipment options completed?

☐ Yes ☐ No**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

No

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☐ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☐ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☐ Yes ☐ No

b. Is the space for working on vehicles adequate?

☐ Yes ☐ No

(1) Is it clean and organized?

☐ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☐ Yes ☐ No

(1) Is there an inventory?

☐ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☐ Yes ☐ No

(a) Are they clean and properly maintained?

☐ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☐ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☐ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☐ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☐ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

No

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☐ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☐ Yes ☐ No

(3) Is there adequate security?

☐ Yes ☐ No

(4) Who has access to the parts/supplies?

(5) Are batteries stored in a dry location, off the cement floor?

☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☐ Yes ☐ No

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?		

<b>7. FUEL DISPENSING FACILITY</b>	EVALUATED No	ACTION REQUIRED	CORRECTED
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) What procedures have been established for purchasing fuel from service stations in emergencies?			
(a) Is self-service or full-service used?			

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?		
(1) Are records maintained as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED No	ACTION REQUIRED	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED No	ACTION REQUIRED	CORRECTED
a. Are fleet records logically filed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?		
e. Do invoices indicate parts are being supplied by the CHP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	<b>EVALUATED</b> No	<b>ACTION REQUIRED</b> <b>CORRECTED</b>
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>11. MOTORCYCLES</b>	<b>EVALUATED</b> No	<b>ACTION REQUIRED</b> <b>CORRECTED</b>
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record?		
(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is a battery charger available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

**1. AREA ADMINISTRATION**

- 1.a. The Facility fleet is provided by the Host Area, which in this case, is the Temecula Area Office. The Facility Commander works closely with the Host Area Commander to ensure the balanced rotation of vehicles from the Temecula Area fleet to minimize extended mileage and excessive maintenance costs.

The Facility Commander in this instance does not review or approve invoices for the assigned fleet. This is accomplished by the Host Area and the assigned Automotive Technician (AT) for Temecula Area.

**2. VEHICLE USE**

- a. The Facility has a total of three "E" class vehicles assigned to it from the Host Area. One is assigned exclusively to the Division Explosives Detection Canine (EDC) Handler. One is utilized for S/B Scale operations. The third vehicle is used for N/B Scale operations, scale sign enforcement, and sergeant use alternately.
- a.(2) The Host Area is responsible for providing the required information to calculate the vehicle allotment formula. However, the Facility's assigned uniformed strength is twenty-six (26) officers and the allotted amount of vehicles assigned from the Host Area falls below the established guidelines.
- b.(1) Uniformed personnel are directed to coordinate through the Host Area AT for all repairs to the fleet. As a result, there are no tools provided for the performance of minor repairs to the vehicles.
- c. Facility fleet assets are not kept at employee's residences after shift with the exception of the Division EDC handler. His vehicle is made available for the quick deployment of the EDC canine at all times.
- d. The Facility only allows ride-alongs for authorized members of the Department as they are determined to be job critical.

**SUMMARY:**

Due to the specialized mission of commercial inspection facilities, much of the contents of this chapter do not apply to this facility. Many of the concepts and requirements of the chapter are fulfilled by the Host Area for this facility which is the Temecula Area Office.



R.SPECHT, Lieutenant  
Commander



M.G. BROWN, #11184  
Sergeant

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 1 of 2

Command: <b>Santa Ana</b>	Division: <b>Border</b>	Chapter: <b>6</b>
Inspected by: <b>Sergeant Ron Johnson, #11387</b>		Date: <b>09/11/09</b>

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:  9	<input type="checkbox"/> Corrective Action Plan Included Not applicable  <input type="checkbox"/> Attachments Included Not applicable
Follow-up Required:  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to:  Due Date:		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None

Command Suggestions for Statewide Improvement:

None

Inspector's Findings:

All practices and procedures are in compliance with departmental policies.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)




STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 2 of 2

Command: <b>Santa Ana</b>	Division: <b>Border</b>	Chapter: <b>6</b>
Inspected by: <b>Sergeant Ron Johnson, #11387</b>		Date: <b>09/11/09</b>

Required Action

Corrective Action Plan/Timeline

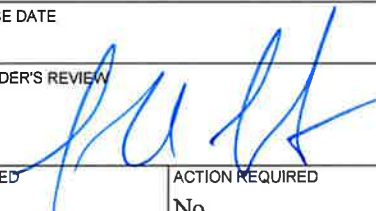
<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE <b>10/19/09</b>
	INSPECTOR'S SIGNATURE 	DATE <b>10/31</b>
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE <b>11/4/09</b>

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Santa Ana	Border	670
EVALUATED BY		DATE
Sergeant R. Johnson, #11387		09/11/2009

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	DATE 9/22/09
BY _____		EVALUATED Yes	ACTION REQUIRED No

**1. AREA ADMINISTRATION**

- a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes    ☐ No
- (1) Is the Area commander involved and informed? ☒ Yes    ☐ No
- (a) Does he/she monitor invoices? ☒ Yes    ☐ No
- (2) Who is authorized to approve invoices? The Executive Lieutenant conducts the initial review and the final review / approval is conducted by the Captain.
- b. What is the background experience of the Automotive Technician (AT)? Cobos - 5 years Volvo mechanic, 1 year Toyota mechanic, UTI accredited. Escobar - 2 years Ford mechanic, UTI accredited.
- (1) Are sufficient instructions and training provided? ☒ Yes    ☐ No
- (2) Is he/she a qualified mechanic at journey person level? ☒ Yes    ☐ No
- (3) Does he/she attend training on new model vehicles? ☒ Yes    ☐ No
- (4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes    ☐ No
- (5) Does the AT ensure vehicles are available at shift change? ☒ Yes    ☐ No
- (6) Does the AT periodically attend staff meetings? ☒ Yes    ☐ No
- (7) Does the AT have ideas/suggestions for improving the program? ☒ Yes    ☐ No
- c. How much maintenance work is being done by the AT? The AT's perform approximately 90% of all scheduled maintenance, with 10 % being conducted by vendors under warranty coverages.
- (1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes    ☐ No
- (a) If these duties are not being performed, why not? N/A
- d. What other duties or responsibilities are placed on the AT? Maintenance of fire extinguishers and ordering of fuel.

**2. VEHICLE USE**

EVALUATED	ACTION REQUIRED	CORRECTED
Yes	No	

- a. How many "E" Class vehicles are assigned to the Area? 39

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☐ Yes ☒ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? N/A

d. Who does the commander allow to ride in vehicles? Cadet applicants, Allied Agencies, CHP PSD and Media.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

### 3. SERVICE ARRANGEMENTS

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Ford and Lincoln dealers for all warranty work.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? The AT's inspect the vendors' facilities, check on mechanics qualifications, types of services available and job / task pricing.

(3) What are the hourly rates being charged? \$65.00 (Ford) / \$ 85.00 (Dodge)

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 56 %

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Interiors are cleaned as needed by the assigned vendors during regular service.

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No(3) Is there more than one car wash facility available? ☒ Yes ☐ No(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Documentation is completed on the CHP 33 assigned to the vehicle and on an Area generated "B.O. Sheet", located at the patrol vehicle key board.

(1) Who is authorized to declare a vehicle unsafe for patrol? All operators of a patrol car, AT's and supervisors / managers.

(a) Who determines when a vehicle is safe after repair or checking of defects? AT

(b) Does he/she sign off the report form and indicate what has been done? ☐ Yes ☒ No(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? 3 years

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No(a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? N/A

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No(2) Does the AT understand what is required? ☒ Yes ☐ No(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? There is no impact on mileage averaging, as the vehicles are rotated through all shifts.

c. How does the Area project run outs? The AT's monitor each vehicles' mileage and at 95,000 miles will initiate the required paperwork to FOS.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No



(2) What has been the condition of vehicles returned to FOS? Fair to good.

(3) Are the right equipment options completed?

☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☐ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☒ No

f. Are there additional tools or items of equipment needed?

☒ Yes ☐ No

(1) Could the AT be more effective if they were available?

☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☒ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☒ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? AT's and supervisors.

(5) Are batteries stored in a dry location, off the cement floor?

☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored? Locked container.		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of? State contracted recycling vendors.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count? Executive Lieutenant.		

**7. FUEL DISPENSING FACILITY**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies? Voyager card		
(a) Is self-service or full-service used? Self service.		

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Vehicle operators.		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	The AT's and management.	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	Area generated log maintained at the fuel island.	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	N/A	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	One month after installation.	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	Every 4 to 5 weeks.	
(2) At what level is it refilled?	The storage tank limit is 12,000 gallons and is normally refilled at the 10,000 gallon level.	
i. How does the Area secure the fuel pumps when they are not in use?	Locked gate.	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management? One lost time injury during the rating period.			
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? Executive Lieutenant			
(3) How is the information used in Area's fleet administration? The information provides required guidelines to effectively manage fleet operations.			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Executive Lieutenant contacts Fleet Operations.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED Yes	ACTION REQUIRED No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED Yes	ACTION REQUIRED No
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance? Motorcycle supervisor reviews with assigned riders and monitors for continued compliance.		
(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have? Quarterly training.		

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record? One preventable collision during this rating period.		
(a) How does it compare with Division and statewide rates? The Area has an excellent rating.		
(4) Does the Area conduct quarterly motorcycle training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Is a battery charger available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

(5) Is there security and an accurate inventory kept?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles? All motorcycle repairs are conducted by an authorized vendor.		
(1) Is it satisfactory and cost effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is repair work verified? Repair work orders and invoices.		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) Is a supervisor's permission required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs? Tow Truck.		
(6) Does the Area have a motorcycle trailer?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) How often is it used?		
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service up-do-date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA	DIVISION	NUMBER
San Geronio Pass	Border	655
EVALUATED BY		DATE
Sergeant Hal Bonilla, #13443		09/28/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW 
		DATE <b>9.29.09</b>

### 1. AREA ADMINISTRATION

EVALUATED	ACTION REQUIRED	CORRECTED
X	No	

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes    ☐ No

(1) Is the Area commander involved and informed? ☒ Yes    ☐ No

(a) Does he/she monitor invoices? ☒ Yes    ☐ No

(2) Who is authorized to approve invoices? Refer to attached narrative

b. What is the background experience of the Automotive Technician (AT)? Refer to attached narrative

(1) Are sufficient instructions and training provided? ☒ Yes    ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes    ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes    ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes    ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes    ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes    ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes    ☐ No

c. How much maintenance work is being done by the AT? Refer to attached narrative

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes    ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Refer to attached narrative

### 2. VEHICLE USE

EVALUATED	ACTION REQUIRED	CORRECTED
X	No	

a. How many "E" Class vehicles are assigned to the Area?



**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Refer to attached narrative

d. Who does the commander allow to ride in vehicles? Refer to attached narrative

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**

EVALUATED

X

ACTION REQUIRED

No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Refer to attached narrative

(1) Are they authorized dealers?

☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Refer to attached narrative

(3) What are the hourly rates being charged? Refer to attached narrative

(a) Are discounts given on parts?

☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☐ Yes ☒ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? Refer to attached narrative

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☐ Yes ☒ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned?

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☒ No

(3) Is there more than one car wash facility available?

☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☐ No

d. How do officers report defective equipment? Refer to attached narrative

(1) Who is authorized to declare a vehicle unsafe for patrol? Refer to attached narrative

(a) Who determines when a vehicle is safe after repair or checking of defects? Refer to attached narrative

(b) Does he/she sign off the report form and indicate what has been done?

☒ Yes ☐ No

(c) Is this system effective?

☒ Yes ☐ No

(d) How long are records kept? Refer to attached narrative

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes ☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

X

ACTION REQUIRED

No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Refer to attached narrative

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes ☐ No

(2) Does the AT understand what is required?

☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? Refer to attached narrative

c. How does the Area project run outs? Refer to attached narrative

(1) Is FOS provided 30-45 days advance notice?

☒ Yes ☐ No

(2) What has been the condition of vehicles returned to FOS? Refer to attached narrative

(3) Are the right equipment options completed? ☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT	EVALUATED	ACTION REQUIRED	CORRECTED
	X	No	

a. Is there adequate space and comfort in the AT office? ☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current? ☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual? ☒ Yes ☐ No

b. Is the space for working on vehicles adequate? ☒ Yes ☐ No

(1) Is it clean and organized? ☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6? ☒ Yes ☐ No

(1) Is there an inventory? ☒ Yes ☐ No

(a) When was it last checked? ☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles? ☒ Yes ☐ No

(a) Are they clean and properly maintained? ☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present? ☒ Yes ☐ No

(c) Who has access to the tools? ☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks? ☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered? ☒ Yes ☐ No

e. Is the equipment neat, clean and in good repair? ☒ Yes ☐ No

(1) Have replacements been planned and budgeted for? ☒ Yes ☐ No

f. Are there additional tools or items of equipment needed? ☐ Yes ☒ No

(1) Could the AT be more effective if they were available? ☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested? ☐ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES	EVALUATED	ACTION REQUIRED	CORRECTED
	X	No	

a. Is the space provided for parts and supplies adequate? ☒ Yes ☐ No

(1) If not, can more space be provided? ☒ Yes ☐ No

(2) Is the space neatly and logically organized? ☒ Yes ☐ No

(3) Is there adequate security? ☒ Yes ☐ No

(4) Who has access to the parts/supplies? Refer to attached narrative

(5) Are batteries stored in a dry location, off the cement floor? ☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required? ☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored? Refer to attached narrative		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of? Refer to attached narrative		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count? Refer to attached narrative		

**7. FUEL DISPENSING FACILITY**

EVALUATED

X

ACTION REQUIRED

No

CORRECTED

- a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?
- ☒ Yes ☐ No
- (1) What procedures have been established for purchasing fuel from service stations in emergencies? Refer to attached narrative
- (a) Is self-service or full-service used? Refer to attached narrative

(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Refer to attached narrative		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? Refer to attached narrative		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? Refer to attached narrative		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? Refer to attached narrative		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? Refer to attached narrative		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? Refer to attached narrative		
(2) At what level is it refilled? Refer to attached narrative		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED X	ACTION REQUIRED No	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management? Refer to attached narrative			
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED X	ACTION REQUIRED No	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located? Refer to attached narrative			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? Refer to attached narrative			
(3) How is the information used in Area's fleet administration? Refer to attached narrative			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?	Refer to attached narrative	

e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**10. CONDITION OF THE FLEET**

EVALUATED

X

ACTION REQUIRED

No

CORRECTED

a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**11. MOTORCYCLES**

EVALUATED

N/A

ACTION REQUIRED

N/A

CORRECTED

a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program?

☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes ☐ No

(a) Are mandatory exercises being conducted?

☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes ☐ No

(2) Is the repair person proficient?

☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☐ No

(6) Are any repairs being done by riders?

☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☐ No

(1) Is safety compromised?

☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes ☐ No

(a) Has it been inspected and approved?

☐ Yes ☐ No

(b) Are records of the approval on file?

☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes ☐ No

(2) Is there ample supply available?

☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☐ No

(4) Is a battery charger available?

☐ Yes ☐ No



**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

## SAN GORGONIO PASS AREA - 655

### CHAPTER 6 INSPECTION

#### Fleet Management

1.a.2 The Area commander is directly involved with the process of fleet management and routinely reviews related invoices and purchase requisitions. The Area commander, Captain Ron Jones and Administrative Sergeant Dave Waters are responsible for approval and authorizing all invoices.

1.b.(1-7) The Area's Auto Technician (AT), Ron Torres is well-informed and qualified to perform his duties. He regularly receives training (most recently in August 2009 at Border Division) in regards to newer model vehicles and changes from previous models. The AT has been in his current position for the past six years and has built a very good relationship with Area personnel, as well as the local vendors. The AT is normally on-duty for the morning shift change and at the end of his assigned shift, thus ensuring there are sufficient vehicles to deploy for the Second Shift.

The AT does not routinely attend staff meetings. Fleet related issues are normally addressed with the Administrative Sergeant, Dave Waters.

***Action Item:*** *In the future the AT will be scheduled to attend at least one staff meeting during the year to discuss or address any issues with Area management. The AT's attendance will be documented on the staff meeting minutes.*

1.c. The Area's AT performs approximately ninety percent of all regularly scheduled maintenance work including but not limited to oil changes, transmission services, brake pad replacement, tires and electrical repairs. Additionally, the AT is qualified to perform minor radio related repairs which minimize the use of the Department's Radio Technicians. The AT also completes the majority of minor repairs and relies on local dealerships for warranty work or work requiring major repairs. Currently, the AT does not have any assigned collateral duties.

2.a.(1-2) The Area currently has sixteen Class "E" enforcement vehicles, three SMPV vehicle, three canine vehicles, two specialty all terrain vehicles, two MRE trucks, one Motor Carrier van and two unmarked commander's vehicles. The number of vehicles assigned to the Area meets the minimum justification for the number of officers assigned.

- 2.b.(1) The AT is normally on duty for the morning shift change and at the end of his shift to ensure there are sufficient vehicles to deploy during the second shift.
- 2.b.(1).(a) Officers are allowed to make minor repairs to vehicles, i.e.; changing light bulbs, tightening spot lights or changing tires on weekends and after hours to ensure the maximum number of vehicles are available.
- 2.c Departmental policy allows for the home storage of nine vehicles assigned to the Area which are three canine vehicles, three resident post vehicles, one Motor Carrier vehicle and the Commander's vehicle. With the exception of the aforementioned vehicles, no other vehicles are authorized for home storage after duty hours.
- 2.d It is the current policy of the Area to only allow Senior Volunteers actively involved in assigned duties, perspective cadet candidates currently in the hiring process and other ride-alongs authorized by the commander to ride in Class "E" enforcement vehicles. A CHP 428 is completed and retained in the clerical office for all ride-alongs.
- 3.a.(1-6) Area utilizes two authorized dealerships (Ramsey Street Repairs & Gosch Auto Repairs) and two local body shops (Lee's Auto Shop & Class Act Auto Body) for major repairs of the fleet. Over the last six years, the AT has built good working relationships with the aforementioned establishments and is generally charged an hourly rate of \$59.00 or below. The AT is knowledgeable and closely adheres to policies set forth in MPM 11.2 regarding the purchasing of parts. Additionally, the AT routinely bargains with the Area's vendors to ensure he receives the maximum discounts on parts as well as labor.
- 3.b The Area normally requires seventy-five percent of the fleet be available during weekends. Area has not experienced a problem with vehicle availability at any time during this week.
- 3.c.(1-6) The Area utilizes two separate car washes (Highland Springs Carwash & Hemet Carwash) for exterior washing and maintenance of the interior of the patrol vehicles. The car washes are strategically located in the Area to ensure minimum officer time is utilized in the process.

- 3.d.(1).a- The Area uses a “BO” Sheet for the purpose of documenting vehicle defects of all types. Officers will indicate on the “BO” sheet if the vehicle is unsafe to operate or can be driven until minor repairs can be made. The AT reviews the sheet at the beginning of his shift then arranges or makes the necessary repairs. The AT then determines if the vehicle is properly repaired and is safe to return to service. This system works well to ensure all deficiencies are addressed in a timely manner and to identify potentially unsafe vehicles are not driven.
- 3.d.(1)e The Area SOP requires that all vehicles involved in pursuits be immediately put out of service until a full safety inspection is can be conducted by the AT. The shift sergeant advises the AT via e-mail or a sergeant’s log entry as well as the “BO” sheet indicating a vehicle has been involved in a pursuit.
- 4.a-b The AT closely monitors (using the Veeder-Root Monitor System) the fleets’ mileage to ensure that vehicles maintain an equitable mileage accumulation and reach the projected 100,000 mile limit within a three year period. Vehicles with higher than anticipated miles are exchanged with vehicles at the Desert Hills Inspection Facility (Scales) to ensure effective mileage averaging and to eliminate the possibility that numerous vehicles do not run out at the same time.
- 4.c The AT provides Fleet Operations Section (FOS) with 45 days advance notice of a vehicle run-out as the respective vehicle reaches approximately 96,000 miles. This allows sufficient time to ensure that necessary repairs are completed before returning the vehicle to FOS. Prior to being returned, all Area vehicles are required a full inspection to ensure the vehicle is in good condition and properly equipped.
- 5.a The AT keeps his office in a tidy organized condition and has adequate room for current reference manuals, technical orders and bulletins.
- 5.b The Area has a modern two bay work area with more than adequate space for performing work on the fleet. The bays are kept in flawless condition and free of clutter. The bay floors have been sealed with an epoxy coating and are kept clean of vehicle fluids.

- 5.c-f The AT maintains a minimum of the tool inventory listed in HPM 31.1, Chapter 6. The tools are accessible to the AT when he is working on vehicles with tools being inventoried annually. During this interview, the AT indicated he has a sufficient supply of tools to perform required tasks and isn't in need of additional equipment. The auto bays, as well as the AT's office are secured at the end of each work shift. The AT and supervisors are the only employees with keys to the area.
- 6.a.(1-5) The majority of the parts and supplies are located upon shelves within the AT's area. There is adequate space on the shelves and the parts are neatly arranged and logically organized. Access to the area is limited to the AT and Area supervisors. The AT does not maintain a supply of vehicle batteries at the Area. Batteries are obtained and installed as needed, eliminating the need for storage or potential release of hazardous materials.
- 6.b-d The AT uses the Fleet Focus (FF) Program to manage his automotive parts and supplies as well as the tire inventory which allows him to maintain a reasonable number of replacement parts on-hand. Parts like water-pumps, air-conditioning condensers, starters, alternators, etc are provided to the particular vendor for installation as necessary.
- 6.e-g The tire inventory is monitored using the FF, as well as physical inventories. Tire requisitions through Purchasing Services Unit are submitted as needed. The tire inventory is stored in a secured out-building with the AT and Administrative Sergeant having the only access to the keys. The AT sends out the CHP 265 (Sale of Discarded Tires/Junk Batteries/Used Rotors) to all perspective bidders. The contract is then given to the highest bidder who has a current permit and is qualified for their removal.
- 6.h Area completes an inventory of all parts every two months as documented on the inventory sheet located on the clipboard in the AT's office. The inventory is conducted by the AT who is may be assisted by a Senior Volunteer.
- 7.a.(1-2) The fleet is normally fueled at the gas pumps located at the Area. Only under emergencies circumstances are the Voyager Credit cards used to fuel the units. Briefing items, as well the Area SOP address the need to only fuel at Area and under no circumstances are full service stations to be used.

- 7.b.(1-8) The fuel island is clean, organized and properly stocked. The fuel dispensers are maintained in good condition and are equipped with break-away couplers. The "Emergency Shut off Valve" is located on the exterior of the southwest out-building and is clearly visible from the fuel island. A fully charged fire extinguisher is mounted to the support pole located in the center of the island.
- 7.d Individual officers are responsible for fueling their assigned vehicles, checking the vital fluids, cleaning the vehicle's windshield at the end of each shift and proper documentation of the CHP 33.
- 7.e The Area's underground storage tanks are tested for leaks on a monthly basis and the meters are calibrated annually. The Area is equipped with an electronic key pad system that provides meter security as well as monitoring the amount of fuel being dispensed. The system will not activate unless the proper code is entered. Additionally, the system (Veeder-Root Monitor System) maintains an on-going record of individual fuel usage for each vehicle. When fuel levels in the tank reach 1,500 gallons or less, the AT will place an order for additional fuel with the contracted distributor. The AT physically measures the level of the tank before and after each delivery to ensure accuracy.
- 8.a The Area's Occupational Safety Supervisor conducts an inspection of the facility, including the AT's work area and office on a semi-annual basis. The findings are documented on a CHP 113(a) which are kept in file. A review of the past CHP 113's indicated no safety issues were observed in the vehicle bays or AT's office.
- 8.b (1-9) A physical inspection of the AT's work was conducted. The area was found to be neat, organized and in excellent condition. The floors are kept free of vehicle leaks and no safety concerns were noted. The vehicle bay contains a fully charged fire extinguisher which is mounted to the wall in plain view just outside the bay area. Masks and safety glasses were accessible and are being used routinely.
- One of the two auto bays is equipped with an electric vehicle hoist which was tested and found to be good working condition.
- 8.c The AT has been in his current position for approximately six years. During this time he has not sustained a work related injury. The AT prides himself on his safety record and understands the importance of maintaining a safe work environment.

- 9.a An inspection of the fleet records indicate they are logically filed by highest mileage to lowest mileage in a filing cabinet located adjacent to the AT's desk. A review of the individual vehicle files revealed they are current and complete.
- 9.b A review of the FF document indicates they comply with the procedures contained in HPM 31.1. The reports were legible and complete and are reviewed by the Administrative Sergeant on a quarterly basis.
- 9.c A current CHP 424 was reviewed and did not reveal any unusual repair patterns or duplicate services and that required service was conducted at proper mileage intervals.
- 9.d The AT's work efforts are extremely diligent using the most effective and economical method of repairing the Area's fleet. The AT conducts the majority of vehicle repairs and only utilizes local vendors to complete major repairs or repairs covered under warranty. The AT is aware purchasing vehicle parts with the Area credit card is strictly prohibited.
- 9.e When parts are supplied by the Area for needed repairs they are documented on the invoice (using Fleet Focus Program) and appropriately discounted from the total amount of the repairs.
- 9.f The AT maintains several binders in his office which contain fleet operation bulletins over the past several years.
- 10 a(1) A review of the last sixth months of CHP 33E's indicate discrepancies regarding the condition of the trucks and related equipment. Recently, the AT in conjunction with the Area's Maintenance Worker inspected and corrected these discrepancies. No unauthorized modifications to the vehicles within the Area's fleet were noted by the inspector or by the AT.

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Command: San Gorgonio Pass Area	Division: <b>Border</b>	Chapter: <b>Chapter 6</b>
Inspected by: Sergeant Hal Bonilla		Date: 09-29-2009

Page 1 of 4

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 20	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to:		
Due Date:			
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None

Command Suggestions for Statewide Improvement:
------------------------------------------------

None

Inspector's Findings:
-----------------------

The San Gorgonio Pass Area commander, Captain Ron Jones, is directly involved with the process of fleet management and oversight. The Area's Auto Technician (AT) Ron Torres is educated and very well qualified and has an extensive background in the field of auto mechanics and repair.

The AT is extremely diligent in using the most effective and economical method of repairing the Area's fleet. The AT conducts the majority of vehicle repairs and only utilizes local vendors to complete major repairs or repairs covered under warranty.

An inspection of the fleet records revealed that they are logically filed in marked individual unit binders on a shelf adjacent to the AT's desk. A review of theses binders revealed that they are current and complete.



**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Command: San Geronio Pass Area	Division: Border	Chapter: Chapter 6
Inspected by: Sergeant Hal Bonilla		Date: 09-29-2009

Page 2 of 4

The AT uses the Fleet Focus (FF) Program to manage his automotive parts and supplies as well as the tire inventory which allows him to maintain a reasonable number of replacement parts on-hand. Parts like water-pumps, air-conditioning condensers, starters, alternators, etc are provided to the particular vendor for installation as necessary.

A review of the Fleet Focus documents indicated they comply with the procedure contained in HPM 31.1. The reports were legible and complete and are reviewed by the Administrative Sergeant on a quarterly basis.

A review of the current CHP 424s was conducted and did not reveal any unusual repair patterns or duplicate services and that the required service was conducted at the proper mileage intervals.

A physical inspection of the AT's work was conducted. The area was found to be neat, organized and in impeccable condition. The floors are kept free of vehicle fluids and other obstructions. No safety concerns were alleged or noted.

The AT does not routinely attend staff meetings. Fleet related issues are normally addressed with the Administrative Sergeant, Dave Waters.

***Action Item: In the future the AT will be scheduled to attend at least one staff meeting during the year to discuss or address any fleet related issues with Area supervisors and management.***

Commander's Response: ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 3 of 4

Command: San Geronio Pass Area	Division: Border	Chapter: Chapter 6
Inspected by: Sergeant Hal Bonilla		Date: 09-29-2009

Required Action
Corrective Action Plan/Timeline

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 09/29/09
	INSPECTOR'S SIGNATURE 	DATE 09/29/09
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 10/30/09

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 4 of 4

Command: San Geronio Pass Area	Division: <b>Border</b>	Chapter: <b>Chapter 6</b>
Inspected by: Sergeant Hal Bonilla		Date: 09-29-2009

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Command: <b>Capistrano</b>	Division: <b>Border</b>	Chapter: <b>6</b>
Inspected by: <b>G. Torres, #15888</b>		Date: <b>09/22/2009</b>

Page 1 of 2

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:  6 hours	<input type="checkbox"/> Corrective Action Plan Included  <input type="checkbox"/> Attachments Included
Follow-up Required:  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Border Division Due Date: 10/15/2009		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

Command Suggestions for Statewide Improvement:

Inspector's Findings:

All practices are in accordance with established policies and procedures.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 2 of 2

Command: <b>Capistrano</b>	Division: <b>Border</b>	Chapter: <b>6</b>
Inspected by: <b>G. Torres, #15888</b>		Date: <b>09/22/2009</b>

Required Action

Corrective Action Plan/Timeline

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE <b>09/30/09</b>
	INSPECTOR'S SIGNATURE 	DATE <b>092209</b>
<input checked="" type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE <b>10/30/09 9/24/09</b>

**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
San Juan Capistrano	Border	690
EVALUATED BY		DATE
Acting Sergeant G. Torres, #15888		09/22/2009

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW <i>[Signature]</i>	DATE <i>09/30/09</i>
BY <i>[Signature]</i>			

**1. AREA ADMINISTRATION**

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
------------------	-----------------------	-----------

- a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No
- (1) Is the Area commander involved and informed? ☒ Yes ☐ No
- (a) Does he/she monitor invoices? ☒ Yes ☐ No
- (2) Who is authorized to approve invoices? The Administrative Sergeant conducts the initial review and the final review/approval is conducted by the Executive Lieutenant.
- b. What is the background experience of the Automotive Technician (AT)? 30 years experience as a certified automotive mechanic.

- (1) Are sufficient instructions and training provided? ☒ Yes ☐ No
- (2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No
- (3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No
- (4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No
- (5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No
- (6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No
- (7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

- c. How much maintenance work is being done by the AT? The ATs perform approximately 90% of all scheduled maintenance. Approximately 10% of scheduled maintenance is conducted by vendors under warranty coverage.

- (1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No
- (a) If these duties are not being performed, why not? N/A

- d. What other duties or responsibilities are placed on the AT?

**2. VEHICLE USE**

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
------------------	-----------------------	-----------

- a. How many "E" Class vehicles are assigned to the Area? 20

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☐ Yes ☒ No(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? N/A

d. Who does the commander allow to ride in vehicles? Cadet applicants, Allied Agencies, CHP PSD and Media.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Ford/Lincoln/Mercury dealers for all warranty work.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? ATs inspect the vendor's facilities, check on the mechanic's qualifications and verify the types of services available and job/task pricing.

(3) What are the hourly rates being charged? \$90.00 (Ford)

(a) Are discounts given on parts? ☒ Yes ☐ No(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ Nob. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 25%

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No(3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ Noc. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Interiors are cleaned at the Area or at designated car wash.

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No(3) Is there more than one car wash facility available? ☒ Yes ☐ No(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Documentation is completed on the CHP 33B assigned to the patrol vehicle and on an Area generated "B.O. sheet".

(1) Who is authorized to declare a vehicle unsafe for patrol? All operators of a patrol vehicle, ATs and supervisors/managers.

(a) Who determines when a vehicle is safe after repair or checking of defects? AT

(b) Does he/she sign off the report form and indicate what has been done? ☐ Yes ☒ No(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? 3 years.

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No**4. MILEAGE MANAGEMENT**EVALUATED  
YesACTION REQUIRED  
No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No(a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? N/A

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No(2) Does the AT understand what is required? ☒ Yes ☐ No(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? There is no impact on mileage averaging as the patrol vehicles are rotated throughout all shifts.

c. How does the Area project run outs? The ATs monitor each patrol vehicle's mileage. At 95,000 miles, the ATs will initiate the required paperwork to FOS.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No



(2) What has been the condition of vehicles returned to FOS? Good to above-average.

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☒ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☒ No

f. Are there additional tools or items of equipment needed?

☒ Yes ☐ No

(1) Could the AT be more effective if they were available?

☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☒ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? ATs and supervisors/managers.

(5) Are batteries stored in a dry location, off the cement floor?

☐ Yes ☒ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored? On a tire rack (secured with chain and lock).		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of? State contracted recycling vendors.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count? Administrative Sergeant.		

<b>7. FUEL DISPENSING FACILITY</b>	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies? Voyager card.			
(a) Is self-service or full-service used? Self-service.			

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Patrol vehicle operators.		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? ATs and Administrative Sergeant.		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? Area generated log maintained at the fuel island.		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? June, 2009.		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? Every 4 weeks.		
(2) At what level is it refilled? The fuel storage tank limit is 12,000 gallons and is refilled at the 1,500 gallon level with 8,500 gallons.		
i. How does the Area secure the fuel pumps when they are not in use? Locked gate and locked nozzles.		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Destroy Previous Editions

8. SAFETY	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			No preventable traffic collisions/preventable injuries.
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			N/A
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			Administrative Sergeant.
(3) How is the information used in Area's fleet administration?			The information provides required guidelines to effectively manage fleet operations.
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? All limits are established by Cal Card and/or Area petty cash guidelines. Invoice approval is indicated by an Area approval stamp.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED Yes	ACTION REQUIRED No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED No	ACTION REQUIRED N/A
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record?		
(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is a battery charger available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

## Memorandum

Date: October 8, 2009

To: Border Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Otay Mesa Inspection Facility

File No.: 646.11334

Subject: INFORMAL EVALUATION – CHAPTER 6, FLEET MANAGEMENT

Please find attached Area Management Evaluation, Chapter 6, Fleet Management,  
for the El Cajon Area office.



H. HENDRICKSON, #11334  
Sergeant

Attachments

*Safety, Service, and Security*



# AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA El Cajon	DIVISION Border	NUMBER 680
EVALUATED BY Sergeant H. Hendrickson, #11334		DATE 09/24/2009

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE Nov 20, 2009
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW <i>[Signature]</i> DATE 10/20/09

### 1. AREA ADMINISTRATION

EVALUATED X	ACTION REQUIRED	CORRECTED
----------------	-----------------	-----------

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? See attached Exceptions Document

b. What is the background experience of the Automotive Technician (AT)? See attached Exceptions Document

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? See attached Exceptions Document

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? See attached Exceptions Document

### 2. VEHICLE USE

EVALUATED X	ACTION REQUIRED	CORRECTED
----------------	-----------------	-----------

a. How many "E" Class vehicles are assigned to the Area? See attached Exceptions Document

## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? See attached Exceptions Document

d. Who does the commander allow to ride in vehicles? See attached Exceptions Document

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

### 3. SERVICE ARRANGEMENTS

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? See attached Exceptions Document

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? See attached Exceptions Document

(3) What are the hourly rates being charged? See attached Exceptions Document

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☒ Yes ☐ No

(1) What percentage of the fleet is needed on weekends? See attached Exceptions Document

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? See attached Exceptions Document

**AREA MANAGEMENT EVALUATION**

**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☒ Yes ☐ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? See attached Exceptions Document

(1) Who is authorized to declare a vehicle unsafe for patrol? See attached Exceptions Document

(a) Who determines when a vehicle is safe after repair or checking of defects? See attached Exceptions Document

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? See attached Exceptions Document

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

**4. MILEAGE MANAGEMENT**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? See attached Exceptions Document

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? See attached Exceptions Document

c. How does the Area project run outs? See attached Exceptions Document

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

(2) What has been the condition of vehicles returned to FOS? See attached Exceptions Document

(3) Are the right equipment options completed?

☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

X

ACTION REQUIRED

X

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☐ Yes ☒ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☒ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? See attached Exceptions Document

(5) Are batteries stored in a dry location, off the cement floor?

☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☒ Yes ☐ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? See attached Exceptions Document

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☐ Yes ☒ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☒ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? See attached Exceptions Document

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☒ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? See attached Exceptions Document

## 7. FUEL DISPENSING FACILITY

EVALUATED

X

ACTION REQUIRED

X

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies?

See attached Exceptions Document

(a) Is self-service or full-service used? See attached Exceptions Document

(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? See attached Exceptions Document		
(1) Are fluids and tires checked during fueling?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? See attached Exceptions Document		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? See attached Exceptions Document		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? See attached Exceptions Document		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? See attached Exceptions Document		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? See attached Exceptions Document		
(2) At what level is it refilled? See attached Exceptions Document		
i. How does the Area secure the fuel pumps when they are not in use? See attached Exceptions Document		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED X	ACTION REQUIRED X	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management? See attached Exceptions Document			
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED X	ACTION REQUIRED	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? See attached Exceptions Document			
(3) How is the information used in Area's fleet administration? See attached Exceptions Document			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?	See attached Exceptions Document	

e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

<b>10. CONDITION OF THE FLEET</b>	EVALUATED X	ACTION REQUIRED	CORRECTED
-----------------------------------	----------------	-----------------	-----------

a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

<b>11. MOTORCYCLES</b>	EVALUATED X	ACTION REQUIRED X	CORRECTED
------------------------	----------------	----------------------	-----------

a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?	See attached Exceptions Document	
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

d. What type of active safety program does the Area have?	See attached Exceptions Document	
-----------------------------------------------------------	----------------------------------	--



## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program? ☒ Yes ☐ No

(2) Is there a sufficient number of CMTOs? ☐ Yes ☒ No

(3) What is the Area's safety record? See attached Exceptions Document

(a) How does it compare with Division and statewide rates? See attached Exceptions Document

(4) Does the Area conduct quarterly motorcycle training? ☐ Yes ☒ No

(a) Are mandatory exercises being conducted? ☒ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented? ☐ Yes ☒ No

e. Are emergency radio repairs made at the office or at the radio shop? See attached Exceptions Document

(1) Are the arrangements satisfactory? ☒ Yes ☐ No

(2) Is the repair person proficient? ☒ Yes ☐ No

(3) Is service available on weekends? ☐ Yes ☒ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service? ☐ Yes ☒ No

(5) Are any motorcycles being operated with radios in a defective condition? ☐ Yes ☒ No

(6) Are any repairs being done by riders? ☒ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time? ☐ Yes ☒ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section? ☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles? ☒ Yes ☐ No

(1) Is safety compromised? ☐ Yes ☒ No

(2) Are units parked near an entrance causing foot traffic to be inhibited? ☐ Yes ☒ No

(3) Are preventative measures in place to avoid problems caused by oil drippings? ☒ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism? ☐ Yes ☒ No

(5) When garaged at home, is the motorcycle in a covered, secured area? ☒ Yes ☐ No

(a) Has it been inspected and approved? ☒ Yes ☐ No

(b) Are records of the approval on file? ☒ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements? ☐ Yes ☒ No

(1) Do equipment and accessory times comply with departmental regulations? ☒ Yes ☐ No

(2) Is there ample supply available? ☐ Yes ☒ No

(3) Are spare tires available? ☐ Yes ☒ No

(4) Is a battery charger available? ☒ Yes ☐ No

(5) Is there security and an accurate inventory kept? ☐ Yes ☒ No

i. What arrangements have been made for servicing and repairing motorcycles? See attached Exceptions Document

(1) Is it satisfactory and cost effective? ☒ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time? ☒ Yes ☐ No

(3) How is repair work verified? See attached Exceptions Document

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs? ☒ Yes ☐ No

(a) Is a supervisor's permission required? ☒ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation? ☒ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs? See attached Exceptions Document

(6) Does the Area have a motorcycle trailer? ☒ Yes ☐ No

(a) How often is it used? See attached Exceptions Document

(b) If one is not available, has Area budgeted for one? ☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date? ☒ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges? ☐ Yes ☒ No

(2) Does the motorcycle supervisor review all motorcycle invoices? ☐ Yes ☒ No

(3) Is service up-do-date? ☒ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required? ☐ Yes ☒ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected? ☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle? ☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.? ☒ Yes ☐ No

**COMMAND INSPECTION PROGRAM  
EXCEPTIONS DOCUMENT**

Command: <b>El Cajon Area</b>	Division: <b>Border</b>	Chapter: <b>6 – Fleet Mgmt.</b>
Inspected by: <b>Sergeant H. Hendrickson</b>		Date: <b>10/08/09</b>

Page 1 of 14

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level  <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 40	<input type="checkbox"/> Corrective Action Plan Included  <input type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Border Division Due Date: 10/15/09		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

Command Suggestions for Statewide Improvement:
------------------------------------------------

Inspector's Findings:
-----------------------

**1. AREA ADMINISTRATION**

- 1.a. The El Cajon Area is currently staffed with two Automotive Technicians (Auto Techs). The responsibility for management of the Area's fleet is assigned to Sergeant Crofton, the Administrative Sergeant, who supervises the Auto Techs. Captain Sumpner, the Area Commander, is informed of all substantial cost items such as new engines, transmission replacements and collision damage. She is actively involved in the process, and maintains regular communication with the Administrative Sergeant and the Auto Techs. All invoices for fleet management are processed by the Auto Techs and approved by the Administrative Sergeant. In the absence of the Administrative Sergeant, the Lieutenants will approve the invoices.

- 1.b. Auto Technician II Phillip Terzich is the lead Auto Tech, he has been employed by the CHP as an automotive technician for 25 years, and he has been assigned to the El Cajon Area for the past 23 years. He is a journeyman mechanic with experience and knowledge in various aspects of vehicle maintenance and repair. He has attended and completed an automotive trade school, and has worked in the automotive industry since his high school years.

Auto Technician II Louis Spaulding has been employed as a CHP automotive technician for 16 years. He is a journeyman mechanic with 35 years of automotive

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 2 of 14

Command: El Cajon Area	Division: Border	Chapter: 6 – Fleet Mgmt.
Inspected by: Sergeant H. Hendrickson		Date: 10/08/09

experience. He has knowledge and experience in all aspects of automotive maintenance and repair. He has attended and completed an automotive trade school, and has worked in the automotive industry since his high school years.

1.b.(6) Although the Auto Techs do not attend Area staff meetings, the Administrative Sergeant communicates with the Auto Techs prior to the meetings, and presents comments to the Staff on their behalf.

1.b.(7) The lead Auto Tech suggested that the Area hire a maintenance worker to improve the program. Currently, the lead Auto Tech is handling the job of at least two and a half Auto Techs, and feels overwhelmed with the workload. Auto Technician II Spaulding has been off duty from a non-fleet related injury since August of 2009, and will not return until February of 2010. In the past, El Cajon Area was justified and had a Maintenance Worker, who worked half time as an Auto Tech. Unfortunately, that position was eliminated, and is currently unavailable. Due to the shortage of manpower, and coupled with the State's mandated furlough program, the lead Auto Tech is overworked and trying hard to maintain the fleet efficiently.

Steps have been made by Area to assist the lead Auto Tech with his workload by providing CTO two days a month, and Border Division is providing personnel two days a week.

1.c. Due to the shortage of manpower, and coupled with the State's mandated furlough program, the lead Auto Tech is currently performing a mere 10% of the fleet maintenance. The majority of the fleet maintenance is being completed by authorized dealers and vendors at a substantial higher cost to the Department. The current maintenance program is not cost effective or fiscally responsible.

The following services are not performed by Auto Techs: major engine repairs, transmission repairs, and flush maintenance.

The addition of an Auto Tech or Maintenance Worker would help alleviate the workload, and assist the Area in completing routine maintenance efficiently and cost effectively.

In early 2009, during the furlough program and prior to ATII Spaulding's injury, the Auto Techs completed 75% of the fleet maintenance.

In 2007, prior to the manpower shortage and furlough program, the Auto Techs completed 95% of the fleet maintenance.

1.d. In addition to the fleet responsibilities, the Area Auto Techs also perform all CHP 33E's (Vehicle Inspection Checklist) inspections, assist with building maintenance duties when the custodian is on vacation, obtain estimates on damaged vehicles,

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 3 of 14

Command: El Cajon Area	Division: Border	Chapter: 6 – Fleet Mgmt.
Inspected by: Sergeant H. Hendrickson		Date: 10/08/09

and are responsible for scheduling all services. The fleet mileage service is checked daily by the Auto Techs. Required maintenance is tracked on a service board located in the Auto Techs' office, and the service is performed as required.

## 2. VEHICLE USE

- 2.a. The Area has 42 class "E" enforcement sedans, 8 enforcement motorcycles, 3 all-terrain vehicles assigned to the El Cajon Resident Post, 1 unmarked Taurus for felony follow-up, and 1 unmarked unit for the Area Commander. The Area Auto Techs are responsible for servicing 2 MRE vehicles, and 4 Motor Carrier vehicles which are assigned to Division.
- 2.b. The Area insures there are a sufficient number of vehicles available at the beginning of each shift. The Area Auto Techs maintain a pro-active, preventative maintenance program that insures availability. There is a discrepancy sheet located at the fleet key board in the office hallway. If any problem arises, the officers log the discrepancy on this sheet. The Auto Tech reviews each discrepancy before each shift, and repairs are done to ensure sufficient vehicles are available for the next shift.
- 2.c. The Area Commander, the K-9 Officer, the Motorcycle Officers, and the Resident Post Officers are the only individuals authorized to keep vehicles at home on a daily basis. These uniformed employees have a CHP 379 on file.
- 2.d. CHP 428's are utilized and retained as required. The Commander permits members of the media, judiciary, allied agency employees, and prospective cadets to ride in Department vehicles per General Order 100.42.

## 3. SERVICE ARRANGEMENTS

- 3.a. The Area has used the following authorized dealerships and vendors on a regular basis:
- |                         |          |
|-------------------------|----------|
| • Carl Burger Dodge     | La Mesa  |
| • El Cajon Ford         | La Mesa  |
| • All-Star Glass        | El Cajon |
| • Heckman Glass Masters | El Cajon |
| • Marck Motors          | El Cajon |
- 3.a.(2) The vendor selection process is based on the type of warranty, maintenance or repairs that are needed, estimated timeframes to complete the work, and the total cost of the service.

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 4 of 14

Command: <b>El Cajon Area</b>	Division: <b>Border</b>	Chapter: <b>6 – Fleet Mgmt.</b>
Inspected by: <b>Sergeant H. Hendrickson</b>		Date: <b>10/08/09</b>

- 3.a.(3) The current labor rates are \$75.00-\$76.00 per hour. The Ford dealership provides parts at cost, plus 10%. The Dodge dealership provides parts at cost, plus 15%.
- 3.a.(4) The Area Auto Techs continually shop for better labor rates and prices for parts.
- 3.a.(5) The Area does not change vendors on a regular basis. The Area has consistently utilized the same dealerships and vendors. The Auto Techs and the Area's vendors have developed an excellent rapport.
- 3.b. Vehicle availability on the weekends has not been a problem at the Area. There are a sufficient number of vehicles available on the weekends, holidays, and during MEP periods. There are two Auto Techs assigned to the Area, and they have been able to handle their responsibilities and duties without overtime and/or schedule adjustments. On rare occasions, the Auto Techs will report to work on overtime or CTO to replace tires on enforcement sedans with snow tires during snowfall.
- 3.c. The Area utilizes the following five car wash facilities:
- B Street Express Car Wash Ramona
  - Casa De Oro Car Wash Spring Valley
  - Genie Car Wash El Cajon
  - Romeo's Car Wash El Cajon
  - Town & Country Car Wash El Cajon
- The above vendors are distributed throughout the Area to reduce excessive travel time and officer time. The vendors are able to complete the car wash within an average time frame of 10 to 20 minutes per car. Vehicle car washes and interior cleanings are performed as needed by the vendors. The vehicles are taken to the car washes by the beat officers, Auto Techs, and the custodian. Minor interior detailing is performed at the Area by the beat officers, Auto Techs, and the custodian with cleaning products provided by the Department.
- 3.d. Field officers report defects and safety concerns on the fleet "Defective Vehicle Report" log.
- 3.d.(1)(a) The Auto Techs and any sworn member of the Department can declare a vehicle "unsafe."
- 3.d.(1)(b)(d) Once repairs are completed by either the Auto Techs or the vendor, the Auto Techs determine the vehicle's safety, and signs off the service log. The log is retained for three years.
- 3.d.(1)(e) The Area S.O.P. requires all vehicles involved in pursuits to be inspected. They are placed out of service by the officer, and subsequently inspected by the Auto Techs before they are returned to the fleet.

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 5 of 14

Command: El Cajon Area	Division: Border	Chapter: 6 – Fleet Mgmt.
Inspected by: Sergeant H. Hendrickson		Date: 10/08/09

---

#### **4. MILEAGE MANAGEMENT**

- 4.a. The Area Auto Techs review the CHP 33's and Fleet Focus's Average Monthly Mileage Report along with using a service board. The service board is a colored peg board listing each assigned vehicle, year model, and mileage service increments.
- 4.b. The Auto Techs maintain a mileage accumulation report on all assigned vehicles. Those vehicles which need mileage adjustments are forwarded to the Car Assignment Sergeant. The Car Assignment Sergeant assigns vehicles to officers on a quarterly basis using the "seniority" system. Prior to the vehicle assignment request list being posted, the Auto Techs and the Car Assignment Sergeant review the fleet's mileage status. Vehicles are included or excluded on the quarterly sign-up based on this review. This program enables the Area to maintain equitable mileage accumulation on all vehicles, and to run out vehicles consistent with their in-service dates. If necessary, the supervisors will assign vehicles during their shifts when adjustments are needed.
- 4.c. The Auto Techs project the vehicle run-out date by averaging the vehicle's mileage for the past six months and calculating an estimated future mileage accumulation.
- 4.c.(1)&(2) FOS is notified of a projected run-out vehicle within 30-45 days. The vehicles are returned to FOS cleaned, serviced, and in good condition.

#### **5. AUTOMOTIVE WORK AREA / EQUIPMENT**

- 5.a. The Auto Techs' office, storage area, and work space were inspected. The lead Auto Tech indicated they had adequate space, equipment, and all tools to perform their job efficiently. The office is used by both Auto Techs and a Salvage Inspection Officer from Border Division. The inspection revealed the office to be neat and clean with adequate space and comfort. The office is cleaned, swept, and mopped by the Auto Techs and Salvage Inspection Officer. The required bulletins, the service and flat rate manuals, and the Material Safety Data Sheets (MSDS) were reviewed. They were clearly marked, in plain view, and up to date.

The Auto Techs' bathroom was found to be unclean and unsanitary. During my inspection, numerous officers from the Area used the bathroom for their convenience. The lead Auto Tech advised that vendors and members of the public periodically use the bathroom. The lead Auto Tech also advised that the bathroom is rarely cleaned, and it is overlooked by the custodian, causing embarrassment and a morale issue within the Auto Techs' office.

It is recommended that the custodian clean the office and bathroom on a frequent basis to improve sanitary conditions and morale.

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 6 of 14

Command: <b>El Cajon Area</b>	Division: <b>Border</b>	Chapter: <b>6 – Fleet Mgmt.</b>
Inspected by: <b>Sergeant H. Hendrickson</b>		Date: <b>10/08/09</b>

- 5.b. The Area has three service bays which provide for adequate space for working on vehicles; however, one bay is utilized by the Border Division Salvage Inspection Officer. Within the service area, there is sufficient space for the Auto Techs' and Salvage Officer's tools.
- 5.c. The Auto Techs have an inventory of tools in compliance with HPM. 31.1. The tools were last inventoried by Sergeant Crofton on 07/31/09.
- 5.c.(2) The Auto Techs' tool selections are easily accessible while working on vehicles with the use of the "roller" type tool boxes. An inspection of the tools revealed they were well organized and in good working condition. The tools are locked and secured when the Auto Techs are not working. The Area's Auto Techs, supervision, management, and the salvage officer have a key to the locked office and bays.
- 5.e. All equipment appears to be clean and maintained in good condition. If additional equipment is needed, the Auto Techs advise the Administrative Sergeant who plans and budgets for the requested items. Currently, there is no current plan or budget for fleet equipment.
- 5.f. Per the lead Auto Tech, they are not in need of additional tools or equipment of any kind.

**6. TIRES, PARTS AND SUPPLIES**

- 6.a. The Auto Techs' office also serves as a supply room for automotive parts and supplies. The supply room is adequate, neat, and logically organized. Management, supervisors, the salvage officer, and the Auto Techs have access to parts and supplies.
- 6.a.(5) Due to the lack of a statewide Battery Contract, no batteries are stored at the Area office.
- 6.b. All automotive parts and supplies are inventoried and maintained in Fleet Focus.
- 6.c. Head-lamps, filters, and other supplies were arranged in an orderly fashion on the shelves provided. The Area has a minimum of a 60-90 day supply of items of high use and replacements in stock.

The Area currently has electrical switches for the 2003 Crown Victoria. An MIS was sent to all Areas needing these parts on 03/26/09. Due to the lack of response, a CHP 266A (Credit Memo) will be required to be completed.



**COMMAND INSPECTION PROGRAM  
EXCEPTIONS DOCUMENT**

Command: <b>El Cajon Area</b>	Division: <b>Border</b>	Chapter: <b>6 – Fleet Mgmt.</b>
Inspected by: <b>Sergeant H. Hendrickson</b>		Date: <b>10/08/09</b>

Page 7 of 14

- 6.e. An inspection of the CHP 55 records found that they were maintained and categorized by tire size. The Auto Techs advised that these records are reviewed quarterly by management. Tires are stored on racks and secured by locked chains. The tires for the Ford sedans, Ford Expeditions, and MRE vehicles are stocked in separate sections of the service bay. Access to the secured tires is limited to the Auto Techs, Area supervisors, and management.
- 6.f. Fleet Operations Section maintains a statewide contract for the removal of non-serviceable (junk) tires. The contracts provide for the pick up of all junk tires at the expense of the Department.  
If the used tires can be sold to a used tire vendor, they are sold by obtaining three bids. Each bid is recorded and the highest bidder is awarded the sale. The bidder is required to provide a copy of their State Waste Hauler Permit from the Department of Health Services.
- Due to the lack of a statewide Battery Contract, batteries are replaced and disposed by the dealership or vendor replacing the battery to avoid the core charge. There is no reimbursement for used batteries.
- 6.h. The last quarterly inventory count was done on 06/03/09 by Sergeant M. Crofton.

**7. FUEL DISPENSING FACILITY**

- 7.a. Normally, all fueling is either done at the Area or other CHP Commands where personnel may be working. The state credit card is available for use at commercial gas stations when personnel are away from the Area, or in emergency cases when the Area pumps are inoperative. Fuel receipts and credit cards are maintained in the vehicle's CHP 33 book, and collected by the Auto Techs on a monthly basis.
- 7.a(1)&(2) In those instances where a commercial gas station is utilized, the employee is required to use the self service islands and regular unleaded fuel per Area S.O.P.
- 7.b. The Area's fuel island was inspected and found to be neat and clean. The "Emergency Shut-Off Valve" is in plain view and there are signs posted throughout the facility indicating the location of the valve. All safety requirements involving the fuel island were met, except the fire extinguisher was found on the ground, the "fire extinguisher" sign was not posted, and the fire extinguisher was missing the inspection tag. The fire extinguisher near the above ground gasoline storage tank had an expired inspection tag.
- 7.d. Uniformed personnel, the Auto Techs, the Senior Volunteers, and the custodian fuel the Area's fleet of vehicles. During the inspection, the fluids and tires were checked on an inconsistent basis by the Area personnel.

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Command: <b>El Cajon Area</b>	Division: <b>Border</b>	Chapter: <b>6 – Fleet Mgmt.</b>
Inspected by: <b>Sergeant H. Hendrickson</b>		Date: <b>10/08/09</b>

Page 8 of 14

- 7.e. The Area's above ground gasoline storage tank and the fuel pump meters are checked and calibrated on an annual basis. The system is calibrated annually by an approved vendor. In addition to the annual inspection, the Area's fuel tank is monitored on a daily basis by an electronic detection system.
- 7.e.(2) Only Area management, supervisors, and the Auto Techs have access to the storage tank keys.
- 7.e.(3) The fuel quantity in the storage tank is measured prior to and after delivery via the electronic monitoring system.
- 7.f.(1) A fuel and oil usage log is maintained with each fuel pump. Employees complete this usage log on each fueling, and they also log their fuel quantities in the vehicle's 33 books.
- 7.f.(2) Any necessary reconciliation is done at the end of the month using the fuel logs and comparing usage with the Form 33's of all vehicles.
- 7.g. The present system does not utilize a physical measuring system (dipstick). The fuel is monitored by comparing the "pump readings" to the electronic "tank readings."
- 7.g.(1) The fuel pump meters were last calibrated for accuracy on 06/18/08.
- 7.h. The contract for fuel replenishment was located in the Auto Techs' office. The Area's current contract vendor is:
- Pinnacle Petroleum, Huntington Beach, CA.
- 7.h.(1)&(2) This Area's fuel replenishment is done on the average of once a month. The Area's fuel storage tank is refilled when the fuel level reaches approximately 1,500 gallons.
- 7.i.(1)&(2) Area has an adequate system in place for securing the fuel pumps. The fuel pump handles are required to be secured with pad locks when not in use. During the inspection, the pad locks were unlocked, and not utilized by the Area personnel.

**8. SAFETY**

- 8.a. The Area conducted a facility inspection, including the Auto Techs' work area on 04/02/09. An additional facility inspection will need to be completed prior to the end of the year.
- 8.b. An inspection of the Auto Techs' office and the service bays indicated it was clean and free of any spills. The water hose was safely stored, and the retractable air

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 9 of 14

Command: <b>El Cajon Area</b>	Division: <b>Border</b>	Chapter: <b>6 – Fleet Mgmt.</b>
Inspected by: <b>Sergeant H. Hendrickson</b>		Date: <b>10/08/09</b>

hose was mounted overhead and above one of the stall spaces. Two fire extinguishers were found in the service bay on the floor, "fire extinguisher" signs were not posted, and the inspection tags were expired. An electrical cord was found loosely taped across the Auto Techs' entry door, and posed a hazard. There were no other items, tools, or any other equipment on the floor or in the area that posed a potential safety hazard.

- 8.c. During this rating period, the Area has not experienced an injury related to fleet management.

**9. VEHICLE RECORDS AND MAINTENANCE**

- 9.a. The fleet records are neat, logically filed, and meticulously maintained in the Auto Techs' office. They were filed in accordance with the date each vehicle entered the fleet. Several files were randomly selected for review. They contained the required CHP 424, CHP 424A and CHP 57 forms.

- 9.b. The Fleet Focus documents comply with the instructions outlined in HPG 31.1 and are legible and complete. They are reviewed by the Auto Techs and the Administrative Sergeant. The Fleet Focus documents are used extensively to monitor run-out projections, fleet costs, and mileage distribution.

- 9.d. As stated before, due to the shortage of manpower, and coupled with the State's mandated furlough program, the lead AT is currently performing a mere 10% of the fleet maintenance.

The majority of the fleet maintenance is being completed by authorized dealers and vendors at a substantial higher cost to the Department. The current maintenance program is not cost effective or fiscally responsible.

The addition of an Auto Tech or Maintenance Worker would help alleviate the workload, and assist the Area in completing routine maintenance efficiently and cost effectively.

In early 2009, during the furlough program and prior to Auto Technician II Spaulding's injury, the Auto Techs completed 75% of the fleet maintenance.

In 2007, prior to the manpower shortage and furlough program, the Auto Techs completed 95% of the fleet maintenance.

- 9.d.(5)&(6) The credit card is not being used in lieu of the invoice. The credit card is only used for fuel when the unit is out of the area or the Area pumps are not functioning. The Auto Techs compare the invoices to the job tags and then forward them to the

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 10 of 14

Command: El Cajon Area	Division: Border	Chapter: 6 – Fleet Mgmt.
Inspected by: Sergeant H. Hendrickson		Date: 10/08/09

Administrative Sergeant for final review. They are then stamped with the approval stamp. There is a \$2500 per month threshold.

**10. CONDITION OF THE FLEET**

- 10.a. No problems, unauthorized modifications, or patterns were identified with the condition of the fleet.

**11. MOTORCYCLES**

- 11.a.(2) The SOP relating to the motorcycle squad will need to be updated in regards to deployment and motorcycle radio call numbers.
- 11.c. The Fleet Operation Bulletins are filed by the Auto Tech in their office. They are not being distributed, filed, and discussed with the motor squad as required.
- 11.d.(1) In the past, motorcycle officers were required to attend quarterly Area Motorcycle Refresher Training days per Department policy. Some riders were also required to participate in the Occupational Safety Committee. Per policy, the motorcycle refresher training days consisted of mandated and elective training, warm ups, mandatory and optional exercises, enforcement tactics exercises, weapon and motorcycle control, skill development rides, a defensive riding discussion, a review of the Defensive Riding Practices chapter in HPM 70.10, a review of Fleet operation Bulletins, and a review of past motorcycle collisions involving departmental employees. Each motorcycle rider is also required to have a semi-annual CMT0 ride-along.
- This mandated training has been inconsistent, or entirely neglected. Only 2 memorandums, dated 12/15/08 and 03/08/09 were found in the motorcycle program file in the sergeants' office to document the required refresher training since 02/23/06.
- 11.d.(2) Currently there are 2 CMT0s assigned to the Area. One of the CMT0s, Officer Milhausen, has been on 4800 for a length of time, and may not return to duty. The Area should consider sending an officer to an upcoming CMT0 class to obtain a sufficient number for the squad.
- 11.d.(3) The El Cajon Area has an excellent safety record. At the Second Quarter 2009 Division Occupational Safety Committee meeting, Assistant Chief Clark related that the El Cajon Area Motor Squad had logged 321,335 collision-free miles from 11/01/2006 to 07/31/09, and should submit a CHP 226 for the GESA award.

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 11 of 14

Command: El Cajon Area	Division: Border	Chapter: 6 – Fleet Mgmt.
Inspected by: Sergeant H. Hendrickson		Date: 10/08/09

- 11.d.(4) The motor squad has not held their required quarterly training days consistently or as required. Due to the lack of proper documentation, I was unable to verify Ride-Alongs conducted by CMTOs. The motorcycle program training files in the sergeants' office has not been up to date since the 2<sup>nd</sup> quarter of 2006. I was only able to confirm the following training days in the last year: 12/16/08, and 03/08/09. The following officers missed one of the two recent training days, and should be place in remedial status per policy: Officers McNamara, Larkin, and Palacios. An Area Motorcycle Refresher Training Day is planned for 4<sup>th</sup> quarter. All motorcycle officers will need to participate to avoid remedial status.
- Department policy states, each Area will prepare a Motorcycle Evaluation Report to be submitted through channels to the Division Training Officer. This report will contain a list of all officers and sergeants assigned to motorcycle duty within the Area, who attended the training, those who did not participate, and the reason why. The Motorcycle Evaluation Report will be retained at the local Area for the current year plus one. In the past, these reports (memorandums) were filed in the motorcycle program files in the sergeants' office.
  - Department policy also states, any motorcycle officer or sergeant who fails to participate in more than two training sessions within 12 months will be placed in a remedial status and assigned to work with a CMTO until proficiency is reestablished.
- 11.e. Radio repairs to the CHP low band system are made by personnel from the Telecommunication Section radio shop. Radio repairs to the motorcycle's RCS high band system are made by PVP Inc. in Torrance, CA.
- 11.h. Currently, the supply of radio headset equipment is minimal. There are no radio cord adaptors (body cables) in the inventory, and the 2-3 headsets in inventory have been cannibalized. An accurate inventory of these supplies is unknown. At the time of inspection, the inventory was locked in a cabinet and inaccessible. CMTO Walulis provided this information via telephone.
- 11.h.(3) Due to the lack of a statewide Motorcycle Tire Contract, no spare motorcycle tires are available at Area. All motorcycle tires are purchased from the BMW dealer or vendor as needed.
- 11.h.(5) The security of the inventory is secure. As previously stated, the accurate inventory of radio equipment supplies is unknown.

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 12 of 14

Command: El Cajon Area	Division: Border	Chapter: 6 – Fleet Mgmt.
Inspected by: Sergeant H. Hendrickson		Date: 10/08/09

- 11.i. The Area utilizes the following service and repair facilities:
- BMW of North County Escondido
  - BMW of San Diego San Diego
  - DCMW Motorcycle Service of San Diego Santee
- 11.i.(3)&(4) Officers receiving a motorcycle from a repair shop after maintenance or service are completed, shall insure that all work billed on the repair order has been performed properly. Copy of invoice is submitted to the Auto Tech or Motorcycle Supervisor and is then checked for accuracy. Per Area S.O.P., service and repairs shall be pre-approved by an AutoTech or the Motorcycle Supervisor.
- 11.i.(5) If not ridden, a motorcycle is transported to the repair shop by trailer or a contract/rotation tow truck, depending on location and safety.
- 11.i.(6) The El Cajon Area has a motorcycle trailer, and it is used a few times a year.
- 11.j.(2) Currently, the Administrative Sergeant is reviewing and approving the invoices. The Motorcycle Supervisor should also be reviewing the invoices.
- 11.k. A review of the CHP 184's determined that numerous months are missing, and some are missing signatures from the officer and/or sergeant. Several have been incorrectly filed with CHP 33's by the Auto Tech, instead of being filed in the CHP 184 file in the sergeants' office. CHP 184's have not been filed for motor units #9491 and #9575 since 02/09. I was unable to locate any CHP 184's for motor units #9591 and #9642.

Commander's Response: ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 13 of 14

Command: El Cajon Area	Division: Border	Chapter: 6 – Fleet Mgmt.
Inspected by: Sergeant H. Hendrickson		Date: 10/08/09

**COMMAND INSPECTION PROGRAM  
EXCEPTIONS DOCUMENT**

Page 14 of 14

Command: El Cajon Area	Division: Border	Chapter: 6 – Fleet Mgmt.
Inspected by: Sergeant H. Hendrickson		Date: 10/08/09

Required Action
Corrective Action Plan/Timeline

All actions are currently being addressed. Target completion date is November 20, 2009.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE  	DATE 10/19/09
	INSPECTOR'S SIGNATURE 	DATE 10-16-09
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 10-29-09



**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 1 of 3

Command: <b>Winterhaven</b>	Division: <b>Border</b>	Chapter: Ch. 6; HPG 22.1
Inspected by: <b>Sgt. Ted Morris</b>		Date: 09/25/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level  <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 4 hours	<input type="checkbox"/> Corrective Action Plan Included  <input type="checkbox"/> Attachments Included
Follow-up Required:  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Border Div.  Due Date: 10/15/2009		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

The Area assigns patrol cars to officers. The "Car Commander" is responsible for completing a CHP 33E, Vehicle Inspection Checklist, monthly. This not only ensures a monthly check of the vehicle, but also provides accountability for care and cleanliness of the vehicle.

Command Suggestions for Statewide Improvement:
------------------------------------------------

Inspector's Findings:
-----------------------

The Winterhaven Area fleet appears to be well maintained. The AT has less than one year of State service, but his experience as a mechanic is obvious. His work space is clean and organized. His publications and records are also well organized. The Fleet Supervisor works closely with the AT. He is actively involved with the program and keeps the Commander informed. Overall, I was impressed with how well the AT and Fleet Supervisor worked together.

Commander's Response: <input type="checkbox"/> Concur or <input type="checkbox"/> Do Not Concur (Do Not Concur shall document basis for response)
---------------------------------------------------------------------------------------------------------------------------------------------------

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 2 of 3

Command: Winterhaven	Division: Border	Chapter: Ch. 6; HPG 22.1
Inspected by: Sgt. Ted Morris		Date: 09/25/2009

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 3 of 3

Command: Winterhaven	Division: Border	Chapter: Ch. 6; HPG 22.1
Inspected by: Sgt. Ted Morris		Date: 09/25/2009

Required Action

Corrective Action Plan/Timeline

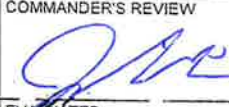
<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 10-5-09
	INSPECTOR'S SIGNATURE 	DATE 10/05/09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 10/29/09

**AREA MANAGEMENT EVALUATION  
FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA Winterhaven	DIVISION Border	NUMBER 620
EVALUATED BY Sgt. Ted Morris, 11734		DATE 09/25/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW  DATE 10-5-09
1. AREA ADMINISTRATION		EVALUATED Yes	ACTION REQUIRED No

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? The Fleet Supervisor, Sgt. S. Henry, for routine invoices.

b. What is the background experience of the Automotive Technician (AT)? AT Mark Brusio is a certified Ford mechanic.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☒ No

c. How much maintenance work is being done by the AT? The AT does all work possible (oil changes, tires, trans. service, belts/hoses) with the exception of warranty work.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Assistance to the Maintenance Worker

2. VEHICLE USE	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
----------------	------------------	-----------------------	-----------

a. How many "E" Class vehicles are assigned to the Area? 11 (Incl. Commander vehicle and one B/W for Sidewinder Scale personnel)

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours?

d. Who does the commander allow to ride in vehicles? Applicants, allied agencies, justice system, and media - with justification.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Alexander Ford in Yuma, AZ and Fisher Dodge in Yuma, AZ.

(1) Are they authorized dealers?

☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Closest dealerships and established working relationships.

(3) What are the hourly rates being charged? Approx. \$90/hour.

(a) Are discounts given on parts?

☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☐ Yes ☒ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends? 75%

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned? Contract with local car wash including interior vacuum.

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☒ No

(3) Is there more than one car wash facility available?

☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☒ Yes ☐ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☒ No

d. How do officers report defective equipment? "B. O." Sheets are available for writing up defective equipment.

(1) Who is authorized to declare a vehicle unsafe for patrol? Officer, Supervisor, AT

(a) Who determines when a vehicle is safe after repair or checking of defects? AT

(b) Does he/she sign off the report form and indicate what has been done?

☒ Yes ☐ No

(c) Is this system effective?

☒ Yes ☐ No

(d) How long are records kept? 1 year plus.

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes ☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Key board and briefing with designation of priority for vehicles needing mileage.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes ☐ No

(2) Does the AT understand what is required?

☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? Vehicle mileages are monitored and vehicles needing mileage briefed and identified on the key board.

c. How does the Area project run outs? The AT maintains a monitor board to track vehicle status. Projected run outs are identified to FOS 40-45 days in advance.

(1) Is FOS provided 30-45 days advance notice?

☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) What has been the condition of vehicles returned to FOS? Vehicles are returned operationally ready.

(3) Are the right equipment options completed?

☒ Yes ☐ No**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☐ Yes ☒ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☒ No

f. Are there additional tools or items of equipment needed?

☒ Yes ☐ No

(1) Could the AT be more effective if they were available?

☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☒ Yes ☐ No**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? AT, Maintenance Worker, Supervisors

(5) Are batteries stored in a dry location, off the cement floor?

☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored? Locked in compressor room.		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of? Contracted with Filter Recycling Services, Contract #8C074003		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count? The AT and Fleet Supervisor conduct an independent audit, review, and reconciliation.		

**7. FUEL DISPENSING FACILITY**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies? Voyager Card		
(a) Is self-service or full-service used? Self service.		



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	AT, Maintenance Worker, Supervisors	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	Card reader and Veeder Root for fuel, log for oil.	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	New dispenser installed / tested June 2009.	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	Approximately every 6 weeks.	
(2) At what level is it refilled?	2,000 gallons of a 12,000 gallon tank	
i. How does the Area secure the fuel pumps when they are not in use?	Card reader restricts access to card holders.	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

**8. SAFETY**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?

☒ Yes ☐ No

(1) Are the AT's work areas inspected?

☒ Yes ☐ No

b. Are there possible unsafe conditions within the AT's work areas?

☐ Yes ☒ No

(1) Is the shop floor clean and free of any spills?

☒ Yes ☐ No

(2) Are electrical cords or hoses posing a hazard?

☒ Yes ☐ No

(3) Are fire extinguishers charged, inspected and of the proper type?

☒ Yes ☐ No

(4) Are any batteries leaking or stored improperly?

☐ Yes ☒ No

(5) Are there loose items on the floor?

☐ Yes ☒ No

(6) Is the bench grinder firmly affixed, and are there safety glasses available?

☒ Yes ☐ No

(a) Are they worn by the AT?

☒ Yes ☐ No

(7) Is the battery charger in a safe place?

☒ Yes ☐ No

(8) Are masks available for AT's to wear when servicing brakes?

☒ Yes ☐ No

(a) If yes, are they worn?

☐ Yes ☒ No

(9) Are jack stands properly utilized?

☒ Yes ☐ No

c. What is the Area occupational safety record as it relates to fleet management? Excellent.

(1) Have any injuries been prevented with an improved safety awareness program?

☒ Yes ☐ No**9. VEHICLE RECORDS AND MAINTENANCE**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Are fleet records logically filed?

☒ Yes ☐ No

(1) Are they conveniently located and available to the AT and supervisor?

☒ Yes ☐ No

(2) Do files contain all required documents?

☒ Yes ☐ No

(a) If documents are not in files, where are they located?

b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?

☒ Yes ☐ No

(1) Are documents legible and complete?

☒ Yes ☐ No

(2) Who reviews the FF reports? Fleet Supervisor

(3) How is the information used in Area's fleet administration? Tracking fuel usage, parts inventories, and maintenance.

c. Is the CHP 424 current?

☒ Yes ☐ No

(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?

☐ Yes ☒ No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? The Fleet Supervisor has approval authority for routine invoices. Invoices for work which is not routine are reviewed by the Commander.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED Yes	ACTION REQUIRED No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED N/A	ACTION REQUIRED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program? ☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs? ☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training? ☐ Yes ☐ No

(a) Are mandatory exercises being conducted? ☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented? ☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory? ☐ Yes ☐ No

(2) Is the repair person proficient? ☐ Yes ☐ No

(3) Is service available on weekends? ☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service? ☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition? ☐ Yes ☐ No

(6) Are any repairs being done by riders? ☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time? ☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section? ☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles? ☐ Yes ☐ No

(1) Is safety compromised? ☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited? ☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings? ☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism? ☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area? ☐ Yes ☐ No

(a) Has it been inspected and approved? ☐ Yes ☐ No

(b) Are records of the approval on file? ☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements? ☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations? ☐ Yes ☐ No

(2) Is there ample supply available? ☐ Yes ☐ No

(3) Are spare tires available? ☐ Yes ☐ No

(4) Is a battery charger available? ☐ Yes ☐ No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No**SUMMARY**

The Winterhaven Area fleet appears to be well maintained. The AT has less than one year of State service, but his experience as a mechanic is obvious. His work space is clean and organized. His publications and records are also well organized. The Fleet Supervisor works closely with the AT. He is actively involved with the program and keeps the Commander informed. Overall, I was impressed with how well the AT and Fleet Supervisor worked together.

Of note in this inspection: The Area assigns patrol cars to officers. The "Car Commander" is responsible for completing a CHP 33E, Vehicle Inspection Checklist, monthly. This not only provides for a monthly check of the vehicle, but also provides accountability for care and cleanliness of the vehicle.

Specific Item Comments and clarifications are on the attached 2 pages.

ITEM COMMENTS

2.a. The Area also maintains an unmarked Dodge Dakota pickup truck for service and a MRE truck.

2.b. Access to the AT office for tools / supplies for minor maintenance is controlled by the on-duty supervisor.

3.a.(4) / (5) Area has an established working relationship with the dealers. The dealers are used primarily for warranty work.

3.c.(5) Maintenance Worker does car washing to supplement contracted car washes.

5.a.(2) The AT does not have a Flat Rate Manual.

5.c.(1)(a) The last tool inventory was checked on 07/31/2009

5.c.(2)(c) Access to tools is limited to the AT, Maintenance Worker, and supervisors.

5.f The AT feels he could be more productive with a transmission jack, coil spring compressor, and updated diagnostic equipment. He has been told the diagnostic equipment would be too expensive.

6.e.(4) Supervisors also have access.

6.f.(1) Recent training conducted at Border Division included information regarding disposition of used rotors. No system is yet in place for disposal.

6.f.(2) Battery replacement is handled by dealer, with exchange included.

7.b.(6) There is no lighting under the fuel island canopy. There are pole mounted lights in the vicinity which provide illumination.

7.e. The tank was last tested June 2009 when major system upgrade was performed.

7.f.(2) The Veeder Root takes automatic daily readings at midnight. With refueling vehicles, the differences would routinely exceed 2 - 3 gallons. The AT monitors the overall usage and it is accurate.

7.b.(8)(a). The AT does not wearing a mask when servicing brakes.

9.c. Area uses a local form instead of the CHP 424. Fleet Operations Section has approved the local form format.

CHP 453F Supplemental

Winterhaven Fleet Management Inspection by Sgt. T. Morris, 09/25/09

9.d. (1) / (2) / (3). Most work done by vendors is warranty work. The remaining vendor work is when the AT work load is excessive. The AT does not have a Flat Rate guide to compare rates.

9.d.(5) The credit card is used for the purchase of oil since there is not vendor contract for supply.

10.a. Two vehicles were inspected using a CHP 33E, one with low mileage and one in excess of 100,000 miles. The high mileage vehicle appeared to be well maintained. While it had the expected wear of such items as the carpeting and interior door panel, the engine compartment was cleaner than I would expect for the high mileage. The engine and transmission fluids appeared recently changed.

# VEHICLE INSPECTION CHECKLIST

CHP 33E (Rev. 9-05) OPI 074

AREA	LOCATION CODE
Winterhaven	620

DATE	VEHICLE NO.	MILEAGE	YEAR	MAKE	MODEL
9/25/2009	9056	001,914	2009	Ford	Crown Victoria

UNDER HOOD (Check if satisfactory)		TRUNK (Check if satisfactory)	
<input checked="" type="checkbox"/> General cleanliness	<input checked="" type="checkbox"/> Water level in windshield washer	<input checked="" type="checkbox"/> General cleanliness	<input checked="" type="checkbox"/> Fusees, safety cones
<input checked="" type="checkbox"/> Battery water level/test indicator eye	<input checked="" type="checkbox"/> Drive belts	<input type="checkbox"/> Condition of tire chains	<input checked="" type="checkbox"/> Plastic blanket
<input checked="" type="checkbox"/> Coolant level in recovery tank	<input checked="" type="checkbox"/> Radiator hoses	<input checked="" type="checkbox"/> Jumper cables	<input checked="" type="checkbox"/> Jack and lug wrench
<input checked="" type="checkbox"/> Engine oil level	<input checked="" type="checkbox"/> Excessive bug deposits in radiator	<input checked="" type="checkbox"/> Prybar	<input checked="" type="checkbox"/> Hand cleaner/towels
<input checked="" type="checkbox"/> Power steering fluid level	<input checked="" type="checkbox"/> Air filter element	<input checked="" type="checkbox"/> Contents of first aid kit	<input checked="" type="checkbox"/> Trunk Pack or wooden box
<input checked="" type="checkbox"/> Transmission fluid level	<input type="checkbox"/> Under hood light	<input checked="" type="checkbox"/> Fire extinguisher	<input checked="" type="checkbox"/> Water jug(s)
<input checked="" type="checkbox"/> Brake fluid level	<input type="checkbox"/> Other discrepancies	<input checked="" type="checkbox"/> Spare tire condition	<input checked="" type="checkbox"/> Animal snare
<input checked="" type="checkbox"/> Battery cables and hold down		<input type="checkbox"/> Trunk light	<input type="checkbox"/> Spare tire mounting


INTERIOR (Check if satisfactory)		EXTERIOR (Check if satisfactory)	
<input checked="" type="checkbox"/> General cleanliness	<input checked="" type="checkbox"/> Upholstery	<input checked="" type="checkbox"/> General cleanliness	<input checked="" type="checkbox"/> Turn signal
<input checked="" type="checkbox"/> CHP 33 book	<input checked="" type="checkbox"/> Door panels	<input checked="" type="checkbox"/> Condition of paint	<input checked="" type="checkbox"/> Wipers
<input checked="" type="checkbox"/> Credit card	<input checked="" type="checkbox"/> Seat belts	<input checked="" type="checkbox"/> Decals	<input checked="" type="checkbox"/> Mirrors
<input checked="" type="checkbox"/> Glove compartment content, maps, etc.	<input checked="" type="checkbox"/> Glass	<input checked="" type="checkbox"/> Evidence of damage	<input checked="" type="checkbox"/> Siren/PA operation
<input checked="" type="checkbox"/> Gun locks	<input checked="" type="checkbox"/> Condition of pedals	<input checked="" type="checkbox"/> Windows	<input checked="" type="checkbox"/> Push bumper and pads
<input checked="" type="checkbox"/> Floor mats	<input checked="" type="checkbox"/> Window operation	<input checked="" type="checkbox"/> Headlamps	<input checked="" type="checkbox"/> Condition of air deflector
<input checked="" type="checkbox"/> Map and dome light	<input checked="" type="checkbox"/> Door lock operation	<input checked="" type="checkbox"/> Taillights	<input checked="" type="checkbox"/> Brake lights
		<input checked="" type="checkbox"/> Spotlights	<input checked="" type="checkbox"/> Emergency lights/wig wag (operation and visibility)

TEST DRIVE (Check if satisfactory)		TIRES		SUSPENSION (Check if satisfactory)
<input type="checkbox"/> Starting	<input type="checkbox"/> Horn	<b>Tread Depth</b>	<b>Air Pressure</b>	<input type="checkbox"/> Suspension
<input type="checkbox"/> General handling qualities	<input type="checkbox"/> Engine response	L/F _____ /32	_____ PSI	Components
<input type="checkbox"/> Body tightness	<input type="checkbox"/> A/C Heater	R/F _____ /32	_____ PSI	<input type="checkbox"/> Wheel
<input type="checkbox"/> Shifting of transmission	<input type="checkbox"/> Park brake operation	R/R _____ /32	_____ PSI	Alignment
<input type="checkbox"/> Brakes	<input type="checkbox"/> Power seat operation	L/R _____ /32	_____ PSI	
<input type="checkbox"/> Engine idle	<input type="checkbox"/> Operation of all mirrors	Spare _____ /32	_____ PSI	
<input type="checkbox"/> Steering vibration	<input type="checkbox"/> Speedometer operation	<input type="checkbox"/> Matched brand		

COMMENTS

Vehicle had thin clear plastic floor mat.

RECOMMENDATIONS

INSPECTED BY	SIGNATURE	DATE
J. Morris Sgt. 11734		09/25/09



# VEHICLE INSPECTION CHECKLIST

CHP 33E (Rev. 9-05) OPI 074


AREA	LOCATION CODE
Winterhaven	620

DATE	VEHICLE NO.	MILEAGE	YEAR	MAKE	MODEL
9/25/2009	8123	103,866	2007	Ford	Crown Victoria
<b>UNDER HOOD (Check if satisfactory)</b>				<b>TRUNK (Check if satisfactory)</b>	
<input checked="" type="checkbox"/> General cleanliness		<input checked="" type="checkbox"/> Water level in windshield washer		<input checked="" type="checkbox"/> General cleanliness	
<input type="checkbox"/> Battery water level/test indicator eye		<input checked="" type="checkbox"/> Drive belts		<input checked="" type="checkbox"/> Fusees, safety cones	
<input checked="" type="checkbox"/> Coolant level in recovery tank		<input checked="" type="checkbox"/> Radiator hoses		<input type="checkbox"/> Condition of tire chains	
<input checked="" type="checkbox"/> Engine oil level		<input checked="" type="checkbox"/> Excessive bug deposits in radiator		<input checked="" type="checkbox"/> Jumper cables	
<input checked="" type="checkbox"/> Power steering fluid level		<input checked="" type="checkbox"/> Air filter element		<input checked="" type="checkbox"/> Prybar	
<input checked="" type="checkbox"/> Transmission fluid level		<input type="checkbox"/> Under hood light		<input checked="" type="checkbox"/> Contents of first aid kit	
<input checked="" type="checkbox"/> Brake fluid level		<input type="checkbox"/> Other discrepancies		<input checked="" type="checkbox"/> Fire extinguisher	
<input checked="" type="checkbox"/> Battery cables and hold down				<input checked="" type="checkbox"/> Spare tire condition	
				<input type="checkbox"/> Trunk light	
<b>INTERIOR (Check if satisfactory)</b>				<b>EXTERIOR (Check if satisfactory)</b>	
<input checked="" type="checkbox"/> General cleanliness		<input type="checkbox"/> Upholstery		<input checked="" type="checkbox"/> General cleanliness	
<input checked="" type="checkbox"/> CHP 33 book		<input checked="" type="checkbox"/> Door panels		<input checked="" type="checkbox"/> Condition of paint	
<input checked="" type="checkbox"/> Credit card		<input checked="" type="checkbox"/> Seat belts		<input checked="" type="checkbox"/> Decals	
<input checked="" type="checkbox"/> Glove compartment content, maps, etc.		<input checked="" type="checkbox"/> Glass		<input checked="" type="checkbox"/> Evidence of damage	
<input checked="" type="checkbox"/> Gun locks		<input checked="" type="checkbox"/> Condition of pedals		<input checked="" type="checkbox"/> Windows	
<input type="checkbox"/> Floor mats		<input checked="" type="checkbox"/> Window operation		<input checked="" type="checkbox"/> Headlamps	
<input checked="" type="checkbox"/> Map and dome light		<input checked="" type="checkbox"/> Door lock operation		<input checked="" type="checkbox"/> Taillights	
				<input checked="" type="checkbox"/> Spotlights	
<b>TEST DRIVE (Check if satisfactory)</b>				<b>TIRES</b>	
<input type="checkbox"/> Starting		<input type="checkbox"/> Horn		<b>Tread Depth</b>	
<input type="checkbox"/> General handling qualities		<input type="checkbox"/> Engine response		<b>Air Pressure</b>	
<input type="checkbox"/> Body tightness		<input type="checkbox"/> A/C Heater		L/F _____ /32 _____ PSI	
<input type="checkbox"/> Shifting of transmission		<input type="checkbox"/> Park brake operation		R/F _____ /32 _____ PSI	
<input type="checkbox"/> Brakes		<input type="checkbox"/> Power seat operation		R/R _____ /32 _____ PSI	
<input type="checkbox"/> Engine idle		<input type="checkbox"/> Operation of all mirrors		L/R _____ /32 _____ PSI	
<input type="checkbox"/> Steering vibration		<input type="checkbox"/> Speedometer operation		Spare _____ /32 _____ PSI	
				<input type="checkbox"/> Matched brand	
				<b>SUSPENSION (Check if satisfactory)</b>	
				<input type="checkbox"/> Suspension	
				Components	
				<input type="checkbox"/> Wheel	
				Alignment	

## COMMENTS

Original Motorcraft battery. Test indicator eye red. Vehicle starts and runs.  
Interior in overall fair condition  
No floor mat on driver's side. Carpet worn below accelerator pedal.  
Driver seat stained.  
Interior door panel scuffed.

## RECOMMENDATIONS

INSPECTED BY	SIGNATURE	DATE
J. MORRIS SGT 11734		09/25/09

**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA San Diego	DIVISION Border	NUMBER 645
EVALUATED BY Sergeant Kevin Minkel		DATE 10/01/2009

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE 10/25/2009
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW   DATE 10/13/09

**1. AREA ADMINISTRATION**

EVALUATED 09/30/2009	ACTION REQUIRED No	CORRECTED
-------------------------	-----------------------	-----------

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes    ☐ No

(1) Is the Area commander involved and informed? ☒ Yes    ☐ No

(a) Does he/she monitor invoices? ☒ Yes    ☐ No

(2) Who is authorized to approve invoices? Area Lieutenants and Commander

b. What is the background experience of the Automotive Technician (AT)? 20 years experience as a Ford mechanic.

(1) Are sufficient instructions and training provided? ☒ Yes    ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes    ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes    ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes    ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes    ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes    ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes    ☐ No

c. How much maintenance work is being done by the AT? Approximately 50% of all services, replaces all tires, lightbar repairs and other minor repairs.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes    ☐ No

(a) If these duties are not being performed, why not? One AT is on limited duty and furloughs have impacted their ability to perform all services.

d. What other duties or responsibilities are placed on the AT? MDC and radar installations.

**2. VEHICLE USE**

EVALUATED 09/30/2009	ACTION REQUIRED No	CORRECTED
-------------------------	-----------------------	-----------

a. How many "E" Class vehicles are assigned to the Area? 37

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? Allotment is within formula.

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☐ Yes ☒ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Only assigned motorcycles are stored at home.

d. Who does the commander allow to ride in vehicles? Applicants

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

### 3. SERVICE ARRANGEMENTS

EVALUATED  
09/30/2009

ACTION REQUIRED  
No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Mossy Ford and Carl Burger Dodge

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? ATs shopped around checked invoices to insure proper billing.

(3) What are the hourly rates being charged? \$80 at both vendors.

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? normally none except during emergencies.

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Maintenance worker will routinely vacuum interiors, vehicles detailed as needed. The Area has eight car wash vendors located at various locations to be convenient for officers on their beats.

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

- (2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No
- (a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No
- (3) Is there more than one car wash facility available? ☒ Yes ☐ No
- (4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No
- (5) Does the Area have a maintenance worker or janitor wash cars? ☒ Yes ☐ No
- (6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Defective equipment log posted on keyboard.

(1) Who is authorized to declare a vehicle unsafe for patrol? Officer, Sergeant or ATs

(a) Who determines when a vehicle is safe after repair or checking of defects? ATs

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? Three years

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

**4. MILEAGE MANAGEMENT**

EVALUATED  
09/30/2009

ACTION REQUIRED  
No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☐ Yes ☒ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☒ Yes ☐ No

b. How are adjustments to mileage accomplished? Push cars are assigned to high mileage beats.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? Averaging appears to be appropriate.

c. How does the Area project run outs? At 90,000 miles vehicles are projected to runout in 45 days and Motor Transport is notified via fax.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

(2) What has been the condition of vehicles returned to FOS? Adequate up to required standards and usable for emergencies.

(3) Are the right equipment options completed? ☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED  
09/30/2009

ACTION REQUIRED  
Yes

CORRECTED

a. Is there adequate space and comfort in the AT office? ☐ Yes ☒ No

(1) Is the office arranged neatly, and are all bulletins and manuals current? ☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual? ☒ Yes ☐ No

b. Is the space for working on vehicles adequate? ☐ Yes ☒ No

(1) Is it clean and organized? ☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6? ☒ Yes ☐ No

(1) Is there an inventory? ☒ Yes ☐ No

(a) When was it last checked? ☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles? ☒ Yes ☐ No

(a) Are they clean and properly maintained? ☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present? ☒ Yes ☐ No

(c) Who has access to the tools? ☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks? ☐ Yes ☒ No

(1) If not, has it been budgeted for and/or ordered? ☐ Yes ☒ No

e. Is the equipment neat, clean and in good repair? ☒ Yes ☐ No

(1) Have replacements been planned and budgeted for? ☒ Yes ☐ No

f. Are there additional tools or items of equipment needed? ☒ Yes ☐ No

(1) Could the AT be more effective if they were available? ☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested? ☒ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED  
10/01/2009

ACTION REQUIRED  
No

CORRECTED

a. Is the space provided for parts and supplies adequate? ☐ Yes ☒ No

(1) If not, can more space be provided? ☐ Yes ☒ No

(2) Is the space neatly and logically organized? ☒ Yes ☐ No

(3) Is there adequate security? ☒ Yes ☐ No

(4) Who has access to the parts/supplies? ATs only, due to the high probability of mismatching tires officers are not allowed access to spare tires on weekends.

(5) Are batteries stored in a dry location, off the cement floor? ☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required? ☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored? Unmounted tires are kept in a locked storage unit, mounted tires are chained to a rack only the ATs have access to the tires.		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of? The Area currently does not have a contract for batteries, none are stored at the Command.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count? Sergeant LLoyd on 05/07/2009		

**7. FUEL DISPENSING FACILITY**EVALUATED  
9/30/2009ACTION REQUIRED  
No

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies? The vehicles are issued Voyager credit cards for use in the field.		
(a) Is self-service or full-service used? Self- service		

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Drivers		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? ATs		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? Gas log located at the pump.		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? Errors are reported to the Admin Sgt who then reconciles the errors.		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? 09/09/2009		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? Two to three times per month.		
(2) At what level is it refilled? 2000 gallons		
i. How does the Area secure the fuel pumps when they are not in use? Padlocks on nozzle		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED 9/30/2009	ACTION REQUIRED No	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			No injuries reported regarding fleet management.
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED 09/30/2009	ACTION REQUIRED Yes	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			Services are up to date however filing of records is about one month behind. Files for runout vehicles that have been returned are stored in boxes in a storage unit.
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			Administrative Sergeant on a quarterly basis.
(3) How is the information used in Area's fleet administration?			To detect repeat repairs, collision damage and monitor mileage.
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Destroy Previous Editions



(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Limit is \$1000 per day, currently the Area is using the credit card to purchase oil. Approval of invoices is indicated by a signed stamp.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED 10/01/2009	ACTION REQUIRED No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED 10/01/2009	ACTION REQUIRED No
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance? Operations Bulletins are sent to riders via E-mail and discussed with CMTOs and supervisors during ride alongs and on Motor Training days.		
(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have? Riders skills are evaluated during supervisory ride alongs.		

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record? Over three years since a preventable collision.		
(a) How does it compare with Division and statewide rates? The Area has a better safety record than the statewide average.		
(4) Does the Area conduct quarterly motorcycle training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop? The office		
(1) Are the arrangements satisfactory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Is safety compromised?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Is a battery charger available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles? The Area has a service contract with North County BMW. Tires are available from the vendor.		
(1) Is it satisfactory and cost effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is repair work verified? Officer and Sergeants verify invoices.		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is a supervisor's permission required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs? Area's trailer or a tow.		
(6) Does the Area have a motorcycle trailer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How often is it used? Several times per week.		
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service up-do-date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**M e m o r a n d u m****C O N F I D E N T I A L**

Date: September 17, 2009

To: San Diego Area


From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
San Diego Area

File No.: 645.09.12462

Subject: GAS LOGS 09-08-09 OFF BY +38.1 GALLONS

On 09-17-09, I was advised by the ATIIIs the 09-08-09, "Daily Records of Gasoline/Oil," were plus 38.6 gallons of fuel entered by the officers. The gas pumps show pumping 607.9 gallons of gas; however the sign-in Daily Records of Gasoline documents 646.0 gallons of gas which is plus 38.6 gallons.

The logs were reviewed by the ATIIIs, and Officer Sickler and after checking every person that worked on 09-08-09 and checking their usage of gasoline the mistake could not be found. To pull and research every CHP 33 from the Area's Fleet would cause a very time intensive search. I ask that we look at the end of the month gas logs for third quarter to see if the plus 38.1 gallons of fuel corrects itself.

  
C. LLOYD, #12462  
Sergeant

Attachments

  
Executive Lieutenant

  
Commander

*Safety, Service, and Security*

**M e m o r a n d u m**

Date: July 16, 2009

To: San Diego Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
San Diego Area

File No.: 645.09.12462

Subject: GAS LOGS 06-19-09 to 06-21-09 OFF BY 18.7. GALLONS OF FUEL

On 06-22-09, Sgt. Guzman was advised by the ATII's that the 06-19-09 to 06-21-09 "Daily Record of Gasoline/Oil" logs were short by 18.7 gallons of fuel. The logs document the gas pumps pumping 1452.8 gallons of gas; however the sign-in Daily Record of Gasoline logs only documents 1434.1 which is a shortage of 18.7 gallons.

The logs were reviewed by the ATII's and Sgt. Guzman by checking the usage of gasoline of every person that worked on 06-19-09 to 06-21-09 in the San Diego Area and it could not be found. At this time the Area gas inventory is short by 18.7 gallons of fuel.

  
C. LLOYD, #12462  
Sergeant

Attachments

  
7/21/09

  
7-21-09

*Safety, Service, and Security*

**M e m o r a n d u m**

Date: May 7, 2009

To: San Diego Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
San Diego Area

File No.: 645.09.12462

Subject: QUARTERLY TIRE INVENTORY/SALES/DISPOSAL AUDIT, FIRST  
QUARTER 2009.

Responsible Employees: All Lynch  
Date appointed: March 4, 2007  
Assigned Auditor: Sergeant C. Lloyd  
Date appointed: March 4, 2007  
Date of last tire audit: January 22, 2009

**SUMMARY**

On, May 7, 2009, the undersigned conducted the first quarter audit of the San Diego Area Tire Inventory/Sales/Disposal program.

The ATIs maintain a CHP 55 for each type and each size of tire. All tires are requested on the CHP 43 (Purchase Requisition) form and ordered through the Purchasing Services Unit of Business Services Section. The ATIs order tires every three months (Approx. 200 per order). At this time the Area has (6) 16" and (83) 17" tires in stock (ten tires were loaned to the El Centro Area). The last order for (200) 17" tires was placed on May 6, 2009, totaling \$19,772.13.

**RECORDS**

The tire records; CHP 55 (New Tires), CHP55C (Junk Tires), CHP 265 (Sales of Junk Tires), CHP 251 (Counter Receipts), and the FF'BT:INVENTORY report and procedures will be reconciled each month by the ASMs. The Fleet Management Supervisor will reconcile the above reports quarterly.

At this time only tires for vehicles currently being used in the command are in stock and our Area does not provide motorcycle vendors with a stock of tires.

*Safety, Service, and Security*

## SECURITY

All tires are properly safeguarded from theft and misuse. The un-mounted tires are stored in a storage unit that is controlled by the ATII's. The ATII's are the only ones with a key to the storage unit. The mounted tires are stored on racks outside of the ATII's' office and are secured with a cable and padlock. The ATII's are the only ones with a key to the cable and padlock. Accesses to the tires are restricted to the ATII's only.

## DISPOSAL OF USED TIRES

The ATII's are not able to sale the used tires to vendors anymore. Vendors were asked to put in a bid on what they would charge to recycle the tires and the Area had no bids. The Area now uses the State Contracted Company, Filter Recycling. On March 20, 2009, the Area recycled 122 tires at a cost of \$3.00 each with a total billing of \$366.00 (copy of invoice attached).

## FINDINGS

The tire records; CHP 55 (New Tires), CHR55C (Junk Tires), CHP 265 (Sales of Junk Tires), CHP 251 (Counter Receipts), and the FF'BT:INVENTORY reports where audited and there were no discrepancies.

---

Fleet Supervisor                      Date

---

Executive Lieutenant                      Date

---

Commander                      Date  
Attachment

**M e m o r a n d u m**

Date: August 13, 2009

To: San Diego Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
San Diego Area

File No.: 645.09.14345


Subject: 2009 ANNUAL TOOL INVENTORY

On August 13, 2009, Officer M. Becerra, #14345, completed the San Diego Area's Annual Tool Inventory. Officer Becerra completed the physical inventory of all tools assigned to the ATIIs with the assistance of ATII Lynch. Attached to this memorandum is the complete list of tools on hand in the automotive workshop.

*CLL 08-14-09*  
FLT. LT.

\_\_\_\_\_  
FLT. LT.

\_\_\_\_\_  
Area Commander

  
M. A. Becerra #14345  
Officer



M e m o r a n d u mC O N F I D E N T I A L

Date: June 2, 2008

To: San Diego Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
San Diego Area

File No.: 645.08.12462

Subject: 2008 ANNUAL TOOL INVENTORY

The San Diego Area 2008 Annual Tool Inventory was completed by Officer Mullen (see attached memorandum) and there were three missing items as follows:

- 1) Battery Terminal Puller - Value \$10.00/Need to be replaced.
- 2) Vacuum Pump Tester - Value \$30.00/No need to replace.
- 3) Tire Pressure Gauge - Value \$5.00/No need to replace.

Lt. Barrett was notified of the missing items. A search of the Auto Bay and Auto Tech office was conducted and the above items were not located. The items were either miss placed or lost.

  
C. LLOYD, #12462  
Sergeant

## Memorandum

Date: May 5, 2009

To: San Diego Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
San Diego Area

File No.: 645.09.12462

Subject: QUARTERLY AUDIT OF THE AREA'S FLEET MANAGEMENT, FIRST QUARTER 2009.

Responsible Employee: ATII Lynch  
Date appointed: March 4, 2007  
Responsible Employee: ATII Dines  
Date appointed: September 2008  
Assigned Auditor: Sergeant C. Lloyd  
Date appointed: March 4, 2007  
Date of last audit: March 18, 2009

### SUMMARY

On May 5, 2009, the undersigned conducted the 2009 First Quarter Area's Fleet Management audit.

The Area Fleet Management Audit will cover everything in HPM 31.1, Chapter 7 and HPG 22.1, Chapter 6, which pertains to management of the Area's vehicle fleet except "Tires" and "Fuel Dispensing Facility." The "Tires" and "Fuel Dispensing Facility" will each be a separate audit.

### ADMINISTRATION

The Fleet Supervisor is actively involved in fleet management and keeps the Area Commander and Executive Lieutenant informed by one on one communication and this audit. The prime importance in fleet operations is **safety** and cost effectiveness. The Area commander and/or their designee, Executive Lieutenant, monitor and approve the automotive invoices.

### SERVICE ARRANGEMENTS

a. Vendors: The current vendors being used for servicing and repairing fleet vehicles are authorized dealers for the make of the vehicles in the fleet and were selected because they have the best price and service:

Mossy Ford Dealership  
Carl Burger's Chrysler-Jeep World Dealership

*Safety, Service, and Security*

The current hourly rate for labor is \$80.00 per hour for Mossy Ford and \$80.00 per hour for Carl Burger's Chrysler-Jeep World Dealership. The Area changed to Carl Burger's Chrysler-Jeep World Dealership because their hourly rate was lower and they give a 25% discount on parts. The prices are current with the prevailing local labor rate.

The Area has a great working relationship with both dealerships. The ATII's only send over vehicles that need repairs that are covered under warranty or the Area command does not have the adequate equipment or space to make the repairs.

b. Weekend Maintenance:

At this time there has not been a need for an ATII to work the weekends on a consistent basis. Before an upcoming "Maximum Enforcement Period," the vehicle fleet status is evaluated and if needed the ATII is offered overtime to work the weekend to keep enough vehicles available during that time. Note: We have utilized the Area's ATII or Maint. worker on the weekends or late at night to monitor DGS crews (DOJ requirement) while they wax floors and clean the carpet.

c. Vehicle Appearance:

The Area has a current SOP 4.7 (Washing Patrol Cars) that identifies five car wash locations that are currently being used by this Area. The Area has five different locations to make it easier for officers to utilize a car wash close to their assigned beat. The "Midway Express Car Wash" is located approx. 3 miles from the Area office. The Area's assigned maintenance worker is also assigned to take vehicles from the fleet and have them washed (No Maint. Worker at this time). The car wash invoices are reviewed by the Executive Lieutenant for accuracy or excessively washed or detailed vehicles. At this time, there is no local program (volunteers) being used to wash the Area's patrol cars.

d. Defect(s) Reporting:

Officers are required to report any damage or defect to their patrol unit on the forms located in the hallway next to the key board. If the damage or defect in their opinion or the supervisor's opinion makes the vehicle unsafe to drive, then the officer will place a "Red Tag" over the keys when they place them back on the key board. **The "Red Tag" means out of service and no one is to drive the patrol unit until the ATII's inspect it or the On-duty Supervisor releases it prior to any repairs.** The ATII's every morning will check for any forms that had been filled out by the officers or "Red Tags" hung over the car keys. They will then inspect the patrol unit and make any needed repairs.

The ATII's document what repairs were done to the vehicle prior to releasing it and keep the records on file for 3 years after retirement of that vehicle. All vehicles that have been involved in a pursuit are to be "Red Tagged" and on the report form the officer or supervisor is to write

"Vehicle involved in a pursuit." This way the ATII's know what they need to inspect on the vehicle.

#### **AUTOMOTIVE WORK/EQUIPMENT**

- a. AT Office: The ATII's maintain a clean office and current filing system. The Area is also looking at a re-model of the Area office and Auto Bays. They have their updated bulletins and manuals on shelves in binders. They also maintain a "Service and Flat Rate" Manual.
- b. Work Space: The ATII's only have one work bay which at times makes it hard for both ATII's to accomplish service on vehicles at the same time. Most of the time, one of the ATII's will work on vehicles out front of the work bay or in the vehicles assigned parking slot. The Area command is looking at a re-model in the near future to expand the one work bay to a two work bay station.
- c. Tools: The Area command completes an "Annual Inventory" of tools and it is documented on a separate memorandum. The last tool inventory was conducted on June 2, 2008.
- d. Equipment: At this time the ATII's advise they have a need for requested items in Section f (Added Tools/Equipment) as stated below.
- e. Equipment Condition: The equipment is kept neat and clean and in good shape. There is no equipment replacements being planned or budgeted for at this time.
- f. Added Tools/Equipment: The Area ATII Lynch is requesting the following tools:  
[REDACTED]  
(1) A "Heat " gun to take decals off patrol cars. ATII Lynch will advise Clerical Supervisor Spicer on the specifics of the "Heat" gun.  
Management approved - item on order  
(2) A computer work station for the second ATII's position. The Area just recently had a "LAN" line installed in the ATII's office and we are now waiting for a computer and a LAN hook-up from the Area LAN Coordinators. Still Pending  
  
(3) A leaf blower to be able to clean the back lot around the auto bays when needed. ATII Lynch will advise Clerical Supervisor Spicer on the specifics of the leaf blower. Management approved - item on order  
  
(4) A new Car vacuum (CAR VAC wet/Dry) is needed. The old one is B/O. ATII Lynch will advise Clerical Supervisor Spicer on the specifics of the Car VAC to be ordered if approved by management.

## **BATTERIES, PARTS, AND SUPPLIES**

a. Parts/Supply Space: The Area command has a large vehicle fleet and because of that the ATII's office cannot hold all the parts and supplies as needed. Located in the back parking lot is an additional storage unit that is utilized by the ATII's to hold all their additional parts and supplies in an organized and neat system. The ATII's are the only persons with access to the additional storage unit. Batteries are stored on a wooden platform in the back parking lot next to the ATII's office.

b. Inventory:

- 1) Are all vehicle parts having a unit cost of more than five dollars entered into the Fleet Focus database? Yes. A 100% inventory of all vehicle parts was completed on 04-18-09.
- 2) Are fluids (e.g., oil, antifreeze, brake) inventoried? Yes, but it is estimated because we buy in bulk/barrel.
- 3) Does a review of the "FF"BT:Inventory" report show the current systematic inventory? Yes.
- 4) A copy of the "FF" BT:Inventory" report and the delegation logbook (CHP 316 A/ HPM 31.1, 7-3) was used to randomly check several items of higher value to ensure physical inventories agree with the reports? Yes.
- 5) Are all received and issued parts recorded and issued to the proper vehicle? Yes, per the ATII's.
- 6) Are reasonable quantities stocked? 90-day maximum supply for the number of vehicles assigned? NO – due to the limited amount of storage space available to the ATII's.
- 7) Obsolete parts/supplies on shelves? Are they being disposed of? Yes, in process – MIS (surplus automotive parts) issued 4/21/09. As of this audit, the Area has not been contacted by anyone having interest in the surplus items.

c. Disposal of Batteries:

All car batteries are being traded in when acquiring a new one from the dealership to offset installation costs. At this time there is no surplus worn out batteries and there is no battery disposal contract. The Area does not have a "Battery" contract with "Battery Systems Inc." due to all state contracts being cancelled.

d. Hazardous materials/Material Safety Data Sheets (MSDSs):

- 1) What material do we have? Antifreeze & Parts cleaner
- 2) Are the materials properly marked? Yes – They have their own containers with a logo on them.
- 3) Is there an MSDS for each material and where are they posted? The MSDSs are located in the ASM bay in the required yellow binder and were updated as of March 2009.

## **SAFETY**

The Area's Occupational Safety Coordinator handles all issues identified in this area.

## **VEHICLE RECORDS & MAINTENANCE**

### **a. Fleet Records:**

- 1) Fleet records logically filed? No, the filing of the paperwork and entries into the records file is behind [REDACTED]
- 2) Are fleet records conveniently located and available to the AT and supervisor? Yes.

The Fleet Supervisor shall randomly select four (4) vehicles and review the vehicle's files as follows:

- 1) Are the fleet records accurately maintained in FF? Yes.
- 2) Does each vehicle's paper file contain the original assignment document, warranty documents, CHP424A, Motor Vehicle Maintenance/Repair History, and CHP 424, Preventive Maintenance Schedule (used as a guide) and Repair History – Enforcement?

The following four vehicles were randomly selected and meet all requirements as stated above:

1204795, 3QKM958, 1204873, and 1223817 (No extended warranty – Dodge).

### **b. Parts:**

The Area ATII's do most repairs at the Area office. The only repair that is sent out to the Dealerships that requires a part from the ATII's is "Transmission Filter Kits," which are provided to the dealership as required.

## **SOP'S FOR FLEET MANAGEMENT**

The following SOP's were developed per policy and procedures concerning "Fleet Management":

- SOP 4.2 (Towing Patrol Cars)
- SOP 4.5 (Assignment and Security of Patrol Cars)
- SOP 4.7 (Washing Patrol Cars)
- SOP 4.9 (Private Vehicle Parking)

## **ACTION ITEMS & "To be Corrected by Date"**

- 1) The Area ATII Lynch is requesting the following tools:
  - (1) A "Heat" gun to take decals off patrol cars. ATII Lynch will advise Clerical Supervisor Spicer on the specifics of the "Heat" gun. Approved by Management item on order.
  - (2) A computer work station for the second ATII's position. The Area just recently had a "LAN" line installed in the ATII's office and we are now waiting for a computer and a LAN hook-up from the Area LAN Coordinators. Still pending

- (3) A leaf blower to be able to clean the back lot around the auto bays when needed. ATII Lynch will advise Clerical Supervisor Spicer on the specifics of the leaf blower. Approved by management – item on order.
- (4) A new Car vacuum (CAR VAC wet/Dry) is needed. The old one is B/O. ATII Lynch will advise Clerical Supervisor Spicer on the specifics of the Car VAC to be ordered if approved by management [REDACTED]

2. Fleet records logically filed? No, the filing of the paperwork and entries into the records file is behind and ATII Lynch will have the paperwork up to date by the next audit.

**TRAINING/CERTIFICATION: (New Section to Audit)**

Below is required training and certification by the ATII's & Maint Worker and needs to be updated when applicable:

- 1) Defensive Driver Training required before driving a State vehicle and every four years for renewal.

ATII G. Lynch – Last class 12-17-08. Valid until 12-17-2012.

ATII G. Dines – Last class 12-17-08. Valid until 12-17-2012.

Maint. Worker – None at this time.

- 2) State Fire Marshall – Registration for California Fire Extinguisher Certification to work on the fire extinguishers that are placed in the patrol cars.

ATII G. Lynch – Certified until 12-31-2008 – Expired and Paul Scholl the Senior Inspector Of Automotive Equipment is aware of the certification being expired and is working with the Fire Marshall's office. It appears it is a matter of the renewal fees that is taken care of by Fleet Operations.


ATII G. Dines – Needs to complete the required test to be certified in this program. The test will be completed by ATII Dines on 05-05-09 and then it will be sent to Paul Scholl.

Maint. Worker – None at this time.

- 3) The following annual training will be arranged by the Area's Training officer:

- a) First Responder Awareness Training – Haz Mat – HPM 84.2
- b) First Aid & CPR
- c) Dept. Emergency Plan/Bomb Incident Training

Last training was attended by ATII Lynch & ATII Dines April/2009

  
\_\_\_\_\_  
ATII Date

\_\_\_\_\_  
Fleet Supervisor Date

\_\_\_\_\_  
Executive Lieutenant Date

\_\_\_\_\_  
Commander Date

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 1 of 3

Command: <b>San Diego</b>	Division: <b>Border</b>	Chapter: <b>6</b>
Inspected by: <b>Kevin Minkel, Sergeant</b>		Date: 10/01/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level  <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:  15	<input type="checkbox"/> Corrective Action Plan Included  <input checked="" type="checkbox"/> Attachments Included
Follow-up Required:  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Border Division  Due Date: 10/15/2009		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None

Command Suggestions for Statewide Improvement:
------------------------------------------------

None

Inspector's Findings:
-----------------------

All in all the Commands Fleet Management practices are doing very well despite the severe limitations of the facility. The Auto Technicians are highly motivated, experienced and well trained. During the last several months they have been under great pressure keeping the fleet up to standards. One Auto Technician is currently off duty due to a back problem and is expected to return by the end of October. The lead Auto Technician is currently on light duty, he is assisted by a Maintenance worker; both are currently furloughed three days per month. This has made it impossible for them to perform all the fleet services on site. Currently approximately 50% of routine services are preformed by the Dealerships. The Administrative Sergeant was completely up to date with all audits and inventories.

**Automotive work area and equipment,**

The automotive shop is very old and cramped with only one inside work bay. The work spaces are neatly maintained and orderly. It was noted that the Repair Flat Rate Manual was a 2005 revision and per the Auto Techs out of date. An up to date revision has been requested.

The Auto Technicians have requested a heat gun to assist in the removal of decals from patrol vehicles. Currently they can only sand the decals off which causes unnecessary damage to the vehicles.

**Records and Maintenance**

All repairs and services were current for the fleet; however the filing of invoices and documentation in the fleet folders was about one month behind.



**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 2 of 3

Command: <b>San Diego</b>	Division: <b>Border</b>	Chapter: <b>6</b>
Inspected by: <b>Kevin Minkel, Sergeant</b>		Date: 10/01/2009

I examined the files for nine vehicles, four from the fleet, one commander's vehicle, one MRE truck and three runouts. All the files were properly organized and contained the proper documentation. The exception being as stated above, the filing is about one month behind. Files for runouts are being retained for three years.


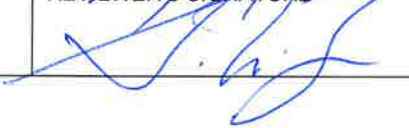
Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

**Required Action**

**Corrective Action Plan/Timeline**

None, once both Auto Technicians are on full duty the percentage of services performed by the dealerships will drop substantially. The only other items are budgetary and will be addressed in the future.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE <b>10/13/09</b>
	INSPECTOR'S SIGNATURE 	DATE <b>10/13/09</b>
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE <b>10/29/09</b>

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Command: <b>Temecula</b>	Division: <b>Border</b>	Chapter: <b>6</b>
Inspected by: <b>Sergeant K. Van Orsdel</b>		Date: <b>10/07/2009</b>

Page 1 of 2

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level  <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:  16	<input type="checkbox"/> Corrective Action Plan Included  <input type="checkbox"/> Attachments Included
Follow-up Required:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to:  Due Date:		
<b>Chapter Inspection:</b>			
<b>Inspector's Comments Regarding Innovative Practices:</b>			

<b>Command Suggestions for Statewide Improvement:</b>
-------------------------------------------------------

<b>Inspector's Findings:</b>
------------------------------

Section 4: Mileage Management, Area has six sedans three years or older which are currently out of warranty or will be in the near future. These vehicles are not accumulating mileage at a sufficient rate to run them out while still under warranty. Newer vehicles in the fleet have as much or more mileage as these older cars. These vehicles should be driven more frequently. Repair costs will rise significantly when the vehicle warranty expires.

Section 5: Automotive Work Area/Equipment, There is no record of a recent tool inventory being conducted.

Section 6: Tires, Parts and Supplies, "e", Unable to locate tire records. "h", Unable to locate a recent parts or tire inventory.

Section 8: Safety, "B5", items stored on the floor can be a trip and fall hazard.

Section 9: Vehicle Records & Maintenance, "a" Fleet files are not kept in an orderly manner, they were found stacked on several shelves with parts and other items.

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Command: <b>Temecula</b>	Division: <b>Border</b>	Chapter: <b>6</b>
Inspected by: <b>Sergeant K. Van Orsdel</b>		Date: <b>10/07/2009</b>

Page 2 of 2

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

Required Action

Corrective Action Plan/Timeline

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE <b>11-509</b>
	INSPECTOR'S SIGNATURE <b>K. Van Orsdel</b>	DATE <b>10-14-09</b>
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE <b>11-6-09</b>

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Temecula Area	Border	685
EVALUATED BY		DATE
Sergeant K. Van Orsdel		10/07/2009

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		COMMANDER'S REVIEW 	DATE 11-2-09
BY 12-2-09		EVALUATED Yes	ACTION REQUIRED No

**1. AREA ADMINISTRATION**

- a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes    ☐ No
- (1) Is the Area commander involved and informed? ☒ Yes    ☐ No
- (a) Does he/she monitor invoices? ☒ Yes    ☐ No
- (2) Who is authorized to approve invoices? Auto Technician Joe Rivera checks the invoices for accuracy and forwards to Lieutenant D. Brunette for approval.
- b. What is the background experience of the Automotive Technician (AT)? AT previously worked as maintenance worker, then as a Janitor before promoting to Automotive Technician. He has been an AT for approximately 6 1/2 years.
- (1) Are sufficient instructions and training provided? ☒ Yes    ☐ No
- (2) Is he/she a qualified mechanic at journey person level? ☒ Yes    ☐ No
- (3) Does he/she attend training on new model vehicles? ☒ Yes    ☐ No
- (4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes    ☐ No
- (5) Does the AT ensure vehicles are available at shift change? ☒ Yes    ☐ No
- (6) Does the AT periodically attend staff meetings? ☐ Yes    ☒ No
- (7) Does the AT have ideas/suggestions for improving the program? ☐ Yes    ☒ No
- c. How much maintenance work is being done by the AT? Minor repairs, oil and transmission fluid changes.
- (1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes    ☐ No
- (a) If these duties are not being performed, why not? N/A
- d. What other duties or responsibilities are placed on the AT? None.

**2. VEHICLE USE**

EVALUATED	ACTION REQUIRED	CORRECTED
Yes	No	

- a. How many "E" Class vehicles are assigned to the Area? 21 sedans, 3 MRE trucks, 1 CVIS van, 2 command cars (Area & RIF)

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Currently only Motor Officers and a single K-9 unit are authorized for home storage.

d. Who does the commander allow to ride in vehicles? Dispatchers, media, elected officials, and vetted applicants.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

### 3. SERVICE ARRANGEMENTS

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? DCH Dodge, Rancho Temecula Ford, Lake Elsinore Ford, and several small business body shops.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Quality of work, price, ability to complete work in a timely manner, and proximity to Area office.

(3) What are the hourly rates being charged? \$95.00 per/hour

(a) Are discounts given on parts? ☐ Yes ☒ No

(4) Has the command shopped for the most cost effective vendors? ☐ Yes ☒ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? Approximately 50%

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☒ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Vehicles are taken to the local car wash.

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is excessive officer time used to wash vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is there more than one car wash facility available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are vehicles being excessively washed or detailed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does the Area have a maintenance worker or janitor wash cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is there any other program that can be of assistance in washing cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. How do officers report defective equipment? The Automotive Technician maintains a "B/O" vehicle clipboard. Mechanical, radio and emergency operation equipment problems are logged on the board.		
(1) Who is authorized to declare a vehicle unsafe for patrol? The Automotive Technician, Officers, and Supervisors.		
(a) Who determines when a vehicle is safe after repair or checking of defects? The Automotive Technician.		
(b) Does he/she sign off the report form and indicate what has been done?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is this system effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) How long are records kept? 3 years plus current		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>4. MILEAGE MANAGEMENT</b>	EVALUATED Yes	ACTION REQUIRED Yes
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Are vehicles run out in the same order they are received?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If not, can adjustments be made to accomplish this?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. How are adjustments to mileage accomplished? The Automotive Technician should rotate vehicle assignments to ensure low mileage vehicles are driven.		
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT understand what is required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have a "personalized vehicle assignment" program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, how does it effect mileage averaging? There is a wide discrepancy in mileage on vehicles of the same year, Area has relatively old vehicles in the fleet which have not been run out and are currently out of warranty or will be in the near future.		
c. How does the Area project run outs? CHP 57 and a review of mileage records.		
(1) Is FOS provided 30-45 days advance notice?		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

(2) What has been the condition of vehicles returned to FOS? Good or better

(3) Are the right equipment options completed? ☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
a. Is there adequate space and comfort in the AT office?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the office arranged neatly, and are all bulletins and manuals current?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Does the AT maintain a service and flat rate manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Is the space for working on vehicles adequate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it clean and organized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is there an inventory?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(a) When was it last checked? UNKNOWN			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they clean and properly maintained?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is there security for the tools when the AT is not present?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Who has access to the tools? AUTO TECH			<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Does the AT have the equipment necessary to perform all required tasks?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, has it been budgeted for and/or ordered?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
e. Is the equipment neat, clean and in good repair?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have replacements been planned and budgeted for?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
f. Are there additional tools or items of equipment needed?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Could the AT be more effective if they were available?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Can they and/or have they been requisitioned or requested?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. TIRES, PARTS AND SUPPLIES	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
a. Is the space provided for parts and supplies adequate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, can more space be provided?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Is the space neatly and logically organized?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Is there adequate security?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Who has access to the parts/supplies? Automotive Technician and Area Supervisors/Management			
(5) Are batteries stored in a dry location, off the cement floor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored? On a locked rack in the work bay.		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of? The state contractor picks up used tires for disposal. Batteries are disposed of at the dealership at time of service.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Who conducted the count? Unable to locate a recent parts or tire inventory.		

7. FUEL DISPENSING FACILITY	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies? Off-site fueling is dictated by Area S.O.P. All vehicles are equipped with a State fuel card for use at off-site facilities.			
(a) Is self-service or full-service used? Self Service.			



**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? The individual driver.		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	The Automotive Technician has the key to the storage tank, Officers and supervisors have the keys to the pumps.	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	The Automotive Technician maintains a clipboard to log fuel and oil usage. The clipboard is kept on the fuel island.	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	Attempts are made to identify and correct the error.	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	Spring 2009	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	Monthly or as necessary.	
(2) At what level is it refilled?	When 20% of total capacity is remaining in the tank.	
i. How does the Area secure the fuel pumps when they are not in use?	Pumps are lockable and parking lot has restricted access.	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Destroy Previous Editions

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			Very good
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
a. Are fleet records logically filed?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Do files contain all required documents?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			Unknown, fleet files were stacked on several shelves
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			Automotive Technician, fleet supervisor and Area management.
(3) How is the information used in Area's fleet administration?			To reassess the operational and cost effectiveness of fleet operations.
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are they being resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Any repair over .10 cents per mile remaining on vehicle requires pre-authorization from Fleet Operations. All other invoices are stamped and approved by Area Lieutenant.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED Yes	ACTION REQUIRED No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED Yes	ACTION REQUIRED No
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance? Bulletins and quarterly accidents are discussed on Area training days with all riders.		
(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have? Temecula Area has an active Occupational Safety Program.		

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program? ☒ Yes ☐ No

(2) Is there a sufficient number of CMTOs? ☒ Yes ☐ No

(3) What is the Area's safety record? At or below the Division average.

(a) How does it compare with Division and statewide rates? At or below, Division and statewide rates

(4) Does the Area conduct quarterly motorcycle training? ☒ Yes ☐ No

(a) Are mandatory exercises being conducted? ☒ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented? ☒ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop? At Area when practical.

(1) Are the arrangements satisfactory? ☒ Yes ☐ No

(2) Is the repair person proficient? ☒ Yes ☐ No

(3) Is service available on weekends? ☐ Yes ☒ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service? ☐ Yes ☒ No

(5) Are any motorcycles being operated with radios in a defective condition? ☐ Yes ☒ No

(6) Are any repairs being done by riders? ☐ Yes ☒ No

(7) Does the Area swap radios with idle units to reduce down time? ☐ Yes ☒ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section? ☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles? ☒ Yes ☐ No

(1) Is safety compromised? ☐ Yes ☒ No

(2) Are units parked near an entrance causing foot traffic to be inhibited? ☐ Yes ☒ No

(3) Are preventative measures in place to avoid problems caused by oil drippings? ☒ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism? ☐ Yes ☒ No

(5) When garaged at home, is the motorcycle in a covered, secured area? ☒ Yes ☐ No

(a) Has it been inspected and approved? ☒ Yes ☐ No

(b) Are records of the approval on file? ☒ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements? ☒ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations? ☒ Yes ☐ No

(2) Is there ample supply available? ☒ Yes ☐ No

(3) Are spare tires available? ☐ Yes ☒ No

(4) Is a battery charger available? ☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?

☒ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles? Area utilizes Malcom Smith Motorcycles in Riverside and North County BMW in Escondido.

(1) Is it satisfactory and cost effective?

☒ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☒ Yes ☐ No

(3) How is repair work verified? Repairs are verified by the assigned rider, invoices are reviewed by the Automotive Technician, Motor Supervisor and finally the Area Lieutenant.

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☒ No

(a) Is a supervisor's permission required?

☐ Yes ☒ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☒ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs? Temecula Area maintains a dedicated trailer for the transportation of departmental motorcycles.

(6) Does the Area have a motorcycle trailer?

☒ Yes ☐ No

(a) How often is it used? Monthly or less often

(b) If one is not available, has Area budgeted for one?

☐ Yes ☒ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☒ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☒ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☒ Yes ☐ No

(3) Is service up-to-date?

☒ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☒ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☒ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☒ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☒ Yes ☐ No

**COMMAND INSPECTION PROGRAM  
EXCEPTIONS DOCUMENT**

Page 1 of 3

Command: <b>Border</b>	Division: <b>Border</b>	Chapter: <b>6-Fleet Mgmt</b>
Inspected by: <b>Sergeant Cesar Murillo</b>		Date: <b>10-15-2009</b>

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION X Division Level <input type="checkbox"/> Command Level  <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:  <b>8</b>	<input type="checkbox"/> Corrective Action Plan Included  x Attachments Included
Follow-up Required:  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to:  Due Date:		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None

Command Suggestions for Statewide Improvement:
------------------------------------------------

None

Inspector's Findings:
-----------------------

The management and supervisors at Border Division are actively involved in the fleet management program. The Automotive Technicians are well qualified and competent mechanics. They take pride and ownership of the fleet and the care and maintenance of each and every vehicle. The AT's keep meticulous records (paper and electronic). These records were found to be well organized, easy to find, read and understand. During the inspection, it was determined that the last tool inspection was conducted 03/2009. Currently, they are performing an audit of supplies and equipment. No other discrepancies were observed or noted.

Commander's Response: <input type="checkbox"/> Concur or <input type="checkbox"/> Do Not Concur (Do Not Concur shall document basis for response)
---------------------------------------------------------------------------------------------------------------------------------------------------

10-15-2009  
*[Signature]*

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 2 of 3

---

Command: Border	Division: Border	Chapter: 6-Fleet Mgmt
Inspected by: Sergeant Cesar Murillo		Date: 10-15-2009

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 3 of 3

Command: Border	Division: Border	Chapter: 6-Fleet Mgmt
Inspected by: Sergeant Cesar Murillo		Date: 10-15-2009

Required Action

Corrective Action Plan/Timeline

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 10-27-09
	INSPECTOR'S SIGNATURE 	DATE 10-27-09
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 10-29-09



AREA Border Division	DIVISION Border Division	NUMBER 601
EVALUATED BY Sergeant Cesar Murillo, #12494		DATE 10/7/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE 10/8/2010
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW <i>Relb...</i>
		DATE 10-27-09

## 1. AREA ADMINISTRATION

EVALUATED X	ACTION REQUIRED	CORRECTED
----------------	-----------------	-----------

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Administrative Lieutenant, Staff Sergeant, and Staff Services Manager

b. What is the background experience of the Automotive Technician (AT)? The first AT has forty five years of experience in the automotive business. The second has six years in the automobile business. Both also receive formal training by the department.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? Routine maintenance(e.g. change of oil/filter, replace brake pads, mount/balance tires, replace belts/hoses/bulbs, and minor electrical/mechanical repairs) is performed by the AT's.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? The AT's maintain the vehicle files, updates Fleet Focus, monitors mileage and fuel usage daily, obtains estimates for collision-damaged vehicles, schedules service work and picks up new vehicles.

## 2. VEHICLE USE

EVALUATED X	ACTION REQUIRED	CORRECTED
----------------	-----------------	-----------

a. How many "E" Class vehicles are assigned to the Area? 15 vehicles. (9 marked units and 6 commander vehicles)

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? See attached

d. Who does the commander allow to ride in vehicles? The provisions of General Order 100.42 are adhered to.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Jimmie Johnson Chevrolet, Rancho Dodge and Allstar Glass.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? The AT's and Division management considered the service vendors location, reputation, quality and reliability of work, hourly rates, discount on parts and to acceptance of CHP payment procedures.

(3) What are the hourly rates being charged? Auto repair \$ 100.00

(a) Are discounts given on parts? ☒ Yes ☐ No(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ Nob. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? approximately 10% depending on specific events within the division.

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No(3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ Noc. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Vacuumed at car washes or by the mobile car wash service.

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☒ No

(3) Is there more than one car wash facility available?

☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☒ No

d. How do officers report defective equipment? A defective equipment / repair log outside of AT's office. Officers/Investigators also advise the AT's and unit supervisors.

(1) Who is authorized to declare a vehicle unsafe for patrol? Officers and AT's depending the level of work required.

(a) Who determines when a vehicle is safe after repair or checking of defects? AT's after inspections.

(b) Does he/she sign off the report form and indicate what has been done?

☒ Yes ☐ No

(c) Is this system effective?

☒ Yes ☐ No

(d) How long are records kept? For the life of the vehicle.

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes ☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☐ Yes ☒ No

(1) Are vehicles run out in the same order they are received?

☐ Yes ☒ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☐ Yes ☒ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☒ No

b. How are adjustments to mileage accomplished? Vehicles are assigned to specific Officers and Investigators. Depending on how frequent the use of the vehicle

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes ☐ No

(2) Does the AT understand what is required?

☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? Most vehicles are assigned to specific units, auto theft, motor carrier, recruitment, applicant investigations, commercial, MAIT. The officer/ Investigator will use the vehicle depending on their needs.

c. How does the Area project run outs? based on vehicle mileage from the last service and it is done 30-45 days prior. reminders are placed on grease board in the office.

(1) Is FOS provided 30-45 days advance notice?

☒ Yes ☐ No

Destroy Previous Editions

(2) What has been the condition of vehicles returned to FOS? Good condition when delivered to Torrance Facility.

(3) Are the right equipment options completed?

☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

N/A

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

N/A

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? AT's, maintenance worker, Sergeant and managers.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?	Stored on tire racks inside shop bay. Used tires stored in a locked conex box in parking lot.	
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?	see attached	
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?	AT's conducted the audit 9/1/09. sample audit on tires was also conducted.	

**7. FUEL DISPENSING FACILITY**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?	Voyager card is used as a last resort by Border Division personnel.	
(a) Is self-service or full-service used?	Self	

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Drivers of state vehicles		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? AT's, maintenance worker and Sergeant		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? gas log which is entered by driver of state vehicle. Oil used is logged in by the drivers or AT's.		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? AT's check logs if discrepancies are present the Sergeant gets involved. To date there have been none reported.		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? 9-11-09 by WEST STAR ENVIRONMENTAL INC.		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? Approximately every two months.		
(2) At what level is it refilled? When there are 1400 gallons of fuel left in the storage container.		
i. How does the Area secure the fuel pumps when they are not in use? Combination locks		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED X	ACTION REQUIRED	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			Excellent- there have been no fleet management related injuries for the past several years.
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED X	ACTION REQUIRED	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			Sergeant Redel
(3) How is the information used in Area's fleet administration?			Routine service work is performed as scheduled. Vehicles with persistent mechanical problems are identified.
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Destroy Previous Editions

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems? <span style="margin-left: 50px;">N/A</span>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? All repair invoices over \$1000.00 are approved by the Administrative Lieutenant or designee. Major repairs are first discussed with FOS prior to approval.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED X	ACTION REQUIRED CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED Does not apply	ACTION REQUIRED Does not apply CORRECTED Does not apply
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		



**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record?		
(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is a battery charger available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles?		
(1) Is it satisfactory and cost effective?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is repair work verified?		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is a supervisor's permission required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs?		
(6) Does the Area have a motorcycle trailer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How often is it used?		
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service up-to-date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## **1. Area Administration**

### **a. Fleet supervision**

The Division Commander, Chief Dominguez, has appointed Fleet Management responsibilities to Division Administrative Lieutenant Kramer. Lt. Kramer is personally involved with assuring proper operational maintenance of the division fleet and delegates the duties to Sergeant Redel. There is a clear line of supervision and accountability. Patrol and unmarked (undercover) and motor carrier repair and service invoices are reviewed and approved by Sergeant Redel, Staff Services Manager Mary Graham and in the event they are not available, Lt. Kramer approves. Before a major repair to a vehicle is made, approval is obtained from FOS by way of email.

### **b. Automotive Technicians and Maintenance Worker:**

Border Division has two tenured Automotive Technicians; Mr. Henry de la Barrera has 45 years of general automotive experience. Diego Duarte has 6 years of experience with automobiles. On occasion, Maintenance Worker Ronnie Quitevis assists the AT's with changing tires. The AT's maintain reasonable rapport with division personnel and they have established good relationships with various vendors used.

The AT's and maintenance worker do not regularly attend staff meetings. Relevant technical information involving safe vehicle operation is provided to division personnel as it is received.

### **C. Maintenance by Automotive Technician**

The AT's perform all routine maintenance for the division office, keeping outside costs for general maintenance to a minimum. Recently, the repair lift required replacing due to being defective. As a result, most of the routine repairs required to be taken to the dealership. A new lift was ordered and according to the AT's, it will take two weeks to install and become operational.

### **D. Other duties of AT's**

The Division AT's prepare the monthly mileage and fuel usage reports. They prepare requisition reports for necessary parts and supplies. The AT's obtain estimates on wrecked vehicles and coordinates with motor transport for vehicle exchanges. During

emergencies the AT'S are tasked with taking supplies to other division areas and assist where needed.

## 2. Vehicle use

### a. Vehicles Assigned

Border Divisions fleet consists of 9 black and white patrol vehicles. There are 6 unmarked vehicles for the Chief, Assistant Chiefs and Captains. The following is a breakdown of the vehicles serviced and assigned to the AT's at Border Division.

9 motor carrier vans

5 motor carrier supervisors

26 under cover vehicles assigned to Investigative Services Unit

3 freeway service patrol vehicles assigned to San Diego

Communication Center

1 Commander Vehicle assigned to the San Diego Communication Center

5 Mexico Liaison Unit

2 Department of Insurance Taskforce

9 Applicant Investigations

2 Commercial Unit

2 Vans

8 Specialty Vehicles (CP6, FOTS truck)

6 MAIT vehicles

### b. Vehicle availability

There are no problems enforcement/ unmarked vehicles availability under normal shift conditions.

- d. The Division Chief, Assistant Chiefs and Motor Carriers are authorized to take the vehicles home. Appropriate justifications are on file.

## 3. Service Arrangements

### a. Vendors

Border Division has a good rapport and working relationship with the local vendors. Jimmie Johnson Chevrolet and Rancho Dodge are in reasonable proximity to the office and give a discount on parts. The AT's also use Allstar Glass to replace windshields. All vendors are responsive to requests for service and minimize vehicle down time.

**b. Weekend Maintenance**

There is no problem with vehicle availability on weekends. The AT's work Monday- Friday.

**c. Border Division currently uses two contract car washes to maintain fleet appearance. Once a week, a mobile car wash vendor washes assigned supervisor and management vehicles with little to no additional cost to the department.**

**4. Mileage Management**

**a. Average mileage**

The AT's are aware of the importance that mileage averaging has with maintaining warranty and proper vehicle replacement. The AT's attempts to manage the fleet mileage through review of accumulated vehicle miles.

**b. Border Division has an assigned vehicle program.**

**5. Automotive work area and equipment.**

**a. AT's office**

The AT's facilities are adequate for the Border Division. Bulletins and manuals are kept current and the AT's service and flat rate manuals.

**b. Tools**

The tools are clean, properly maintained and easily accessible by the AT's. They are for use by the AT's, Maintenance Worker and all employees as necessary..

**c. Equipment**

The AT'S have the proper equipment to perform necessary tasks.

**6. Tires, Parts and supplies**

**a. Parts and supply space**

The space provided for parts and supplies are adequate. Currently there is an inventory being performed on supplies and equipment.

- d. The area stocks necessary parts/ supplies and provide them to vendors to install whenever possible. Vendors do all work that is covered by warrant or not authorized to be completed by the AT's

- e. Tires

The tire inventory was checked and found to be accurate. A physical count showed that the records are current and quarterly audits have been performed. New tires and used tires are secured on established racks. New tires are only available through the AT'S or their Sergeant. The AT'S appear to be cost aware and complies with suggested replacement guidelines.

- f. Disposal.

Used tires are picked up by a certified recycler. He issues a manifest for the tires. Batteries are recycled as cores.

## 7. Fuel Dispensing Facility

- g. Outside sources

Fuel is only purchased from service stations primarily under unusual circumstances or emergencies. Vehicles are required to fill up at an area office whenever possible. The use of the departmental credit card is discouraged to keep costs down.

- h. Condition of fuel facility

The facility is in adequate repair and is free of clutter. The breakaway coupler is installed and the "emergency shut off valve" is clearly visible from the fuel pumps. The lighting is adequate and there is a fully charged fire extinguisher available.

- i. Supplies such as oil and window washer fluid and squeegees and paper towels are available at the pumps.

- j. The pump was last calibrated on 9-11-2009 by West Star Environmental services.

- k. Tank testing/security

The fuel tanks were pressure tested on 9-11-2009. The pumps are locked and each division personnel have access to the fuel pumps.

- l. Daily gas/ oil usage:

Employees record the fuel and oil dispensed into their vehicles when the supplies are used. The total amount reflected on the pump meter is compared to all of the individual entries daily. The records are maintained in accordance with the retention schedule.

- h. The fuel is replenished at 1400 gallons.

## 9. Vehicle records and maintenance

### a. Fleet records

The fleet records are filed chronological and are available to the AT's, Division commander or the supervisor. A review of the files shows the AT's are effectively managing and servicing the fleet. Fleet files contained all pertinent information including original assignment documents, vehicle maintenance and repair history as well as copies of repair orders and or invoices.

### d. Effective and economical maintenance of fleet.

Currently all the work is being sent to the dealerships. The vehicle hoist is being repaired and should be functional within two weeks. An environmental test had to be conducted prior to the installation of the new hoist. All work is being performed within state police.

## 10. Condition of fleet

Inspection of several patrol vehicles in preparation for this inspection found them to be maintained in a clean and properly equipped condition.

**COMMAND INSPECTION PROGRAM  
EXCEPTIONS DOCUMENT**

Page 1 of 1

Command: Border Communication Center	Division: Border 601	Chapter: 6 – Fleet Management
-----------------------------------------------	-------------------------	-------------------------------------

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level	Total hours expended on the inspection:  4	<input type="checkbox"/> Corrective Action Plan Included  <input checked="" type="checkbox"/> Attachments Included
--------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------

Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to:  Due Date:
--------------------------------------------------------------------------------------------	------------------------------

Chapter Inspection:

Inspector's Comments Regarding Innovative Practices:

None

Command Suggestions for Statewide Improvement:

None

Inspector's Findings:

All vehicles used at Border Communication Center (618) are on Border Division's inventory. All services are performed by Border Division Automotive Technicians and records are kept at Border Division. There are no fueling or repair facilities at Border Communication.

Commander's Response: ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None

Required Action

Corrective Action Plan/Timeline

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 10-30-09
	INSPECTOR'S SIGNATURE 	DATE 10/30/09
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 10/30/09



AREA Border Comm Center	DIVISION Border	NUMBER
EVALUATED BY Sgt. M. Redel		DATE 10/30/2009

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____ 	COMMANDER'S REVIEW DATE 10-30-09

## 1. AREA ADMINISTRATION

EVALUATED X	ACTION REQUIRED	CORRECTED
----------------	-----------------	-----------

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☐ Yes ☒ No

(2) Who is authorized to approve invoices? Border Division Sgt. M. Redel

b. What is the background experience of the Automotive Technician (AT)? One has 45 years or experience in the automotive field. The other has six years of experience along with a trade school program. Both receive formal training from our department.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☐ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☐ Yes ☒ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☒ No

c. How much maintenance work is being done by the AT? Normal service and or repairs are performed at Border Division. Major repairs and warranty work is performed by contracted stations

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not? Currently minor repairs are sent out due to lift hoist being repaired.

Estimated completions date for hoist repair is 11/9/2009.

d. What other duties or responsibilities are placed on the AT? N/A for Border Communications

## 2. VEHICLE USE

EVALUATED X	ACTION REQUIRED	CORRECTED
----------------	-----------------	-----------

a. How many "E" Class vehicles are assigned to the Area? 3 Three (3)

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☐ Yes ☒ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☐ Yes ☒ No

c. What is the justification for any vehicle kept at employees homes after duty hours? None

d. Who does the commander allow to ride in vehicles? Ride-Alongs are done per policy

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

### 3. SERVICE ARRANGEMENTS

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Vendors used by Border Division for their fleet, Jimmie Johnson Chevrolet, Rancho Dodge and All Star Glass..

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor?

(3) What are the hourly rates being charged?

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? N/A

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Local contract car washes

(2) Is the Area's vehicle washing procedure practical and economical?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is excessive officer time used to wash vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is there more than one car wash facility available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are vehicles being excessively washed or detailed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does the Area have a maintenance worker or janitor wash cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is there any other program that can be of assistance in washing cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. How do officers report defective equipment? <span style="color: blue;">Notify Border Division's automotive technicians or list defective item on board outside of Automotive Technician's office.</span>		
(1) Who is authorized to declare a vehicle unsafe for patrol? <span style="color: blue;">Any employee</span>		
(a) Who determines when a vehicle is safe after repair or checking of defects? <span style="color: blue;">Automotive Technicians.</span>		
(b) Does he/she sign off the report form and indicate what has been done?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is this system effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) How long are records kept?		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>4. MILEAGE MANAGEMENT</b>	EVALUATED X	ACTION REQUIRED
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Are vehicles run out in the same order they are received?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If not, can adjustments be made to accomplish this?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b. How are adjustments to mileage accomplished? <span style="color: blue;">Vehicles assigned to specific officers and commander.</span>		
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT understand what is required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have a "personalized vehicle assignment" program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, how does it effect mileage averaging? <span style="color: blue;">Employees are assigned vehicles and mileage varies between employees and assignments.</span>		
c. How does the Area project run outs? <span style="color: blue;">Based on last vehicle mileage from last service approximately 30 to 45 days in advance.</span>		
<span style="color: blue;">Automotive technicians keeps track of mileage on board in office.</span>		
(1) Is FOS provided 30-45 days advance notice?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

(2) What has been the condition of vehicles returned to FOS? Good condition with all services up to date per policy.

(3) Are the right equipment options completed? ☐ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED  
Not Applicable

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office? ☐ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current? ☐ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual? ☐ Yes ☐ No

b. Is the space for working on vehicles adequate? ☐ Yes ☐ No

(1) Is it clean and organized? ☐ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6? ☐ Yes ☐ No

(1) Is there an inventory? ☐ Yes ☐ No

(a) When was it last checked? ☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles? ☐ Yes ☐ No

(a) Are they clean and properly maintained? ☐ Yes ☐ No

(b) Is there security for the tools when the AT is not present? ☐ Yes ☐ No

(c) Who has access to the tools? ☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks? ☐ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered? ☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair? ☐ Yes ☐ No

(1) Have replacements been planned and budgeted for? ☐ Yes ☐ No

f. Are there additional tools or items of equipment needed? ☐ Yes ☐ No

(1) Could the AT be more effective if they were available? ☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested? ☐ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED  
Not Applicable

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate? ☐ Yes ☐ No

(1) If not, can more space be provided? ☐ Yes ☐ No

(2) Is the space neatly and logically organized? ☐ Yes ☐ No

(3) Is there adequate security? ☐ Yes ☐ No

(4) Who has access to the parts/supplies? ☐ Yes ☐ No

(5) Are batteries stored in a dry location, off the cement floor? ☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required? ☐ Yes ☐ No

c. Are reasonable numbers of parts/supplies stocked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?		

<b>7. FUEL DISPENSING FACILITY</b>	EVALUATED X	ACTION REQUIRED	CORRECTED
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(1) What procedures have been established for purchasing fuel from service stations in emergencies?	Fuel is obtained from Border Division, Cal Trans or filling stations if last resort.		
(a) Is self-service or full-service used?	Self service stations		



**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?		
(1) Are records maintained as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

8. SAFETY	EVALUATED Not Applicable	ACTION REQUIRED	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED X	ACTION REQUIRED	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?	All vehicle related files are located at Border Division's ASM office.		
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?	Border Division Sgt. Redel		
(3) How is the information used in Area's fleet administration?	Routine service work is performed as scheduled. Vehicles with persistent mechanical problems are identified.		
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? <i>All invoices over \$1000.00 are approved by Administrative Lieutenant or designee. Major repairs are discussed with FOS prior to approval.</i>		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED <b>X</b>	ACTION REQUIRED <b>CORRECTED</b>
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED <b>Not Applicable</b>	ACTION REQUIRED <b>CORRECTED</b>
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		



**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program?

☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes ☐ No

(a) Are mandatory exercises being conducted?

☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes ☐ No

(2) Is the repair person proficient?

☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☐ No

(6) Are any repairs being done by riders?

☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☐ No

(1) Is safety compromised?

☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes ☐ No

(a) Has it been inspected and approved?

☐ Yes ☐ No

(b) Are records of the approval on file?

☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes ☐ No

(2) Is there ample supply available?

☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☐ No

(4) Is a battery charger available?

☐ Yes ☐ No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles?		
(1) Is it satisfactory and cost effective?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is repair work verified?		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is a supervisor's permission required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs?		
(6) Does the Area have a motorcycle trailer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How often is it used?		
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service up-to-date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Area Management Evaluation  
Fleet Management  
CHP 453F (Rev. 6-06) OPI 009  
Supplemental

**1 Area Administration**

Border Communication Center's automotive fleet is managed and serviced by Border Division personnel. Border Division's automotive technicians service and arrange for all repairs.

**2 Vehicle Use**

2. b. Area has three (3) Specially Marked Patrol Vehicles (SMPV) and one (1) unmarked commander's vehicle dedicated to their mission. Each vehicle is assigned to one person.

2. b. (1) c. Tools and supplies are available at Border Division for officer's use.

**3. Service Arrangements**

All services are performed through Border Division's automotive shop per policy.

**5. Automotive Work Area**

Not Applicable

**7. Fuel Dispensing Facility**

Border Communication does not have any fuel dispensing capabilities.

**8. Safety.**

Border Communications does not have an automotive repair shop facility.

**9. Vehicle Records and Maintenance.**

All records are kept at Border Division's automotive repair facility.

**11. Motorcycles**

Border Communications does not have any motorcycles in their fleet.

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Command: <b>Desert Hills IF</b>	Division: <b>Border</b>	Chapter: <b>6</b>
Inspected by: <b>Acting Sgt. D.G. Turner, #8788</b>		Date: <b>09/02/2009</b>

Page 1 of 2

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:  4	<input type="checkbox"/> Corrective Action Plan Included  x Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to:  Due Date:		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

No discrepancies noted.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**  
Page 2 of 2

Command: <b>Desert Hills IF</b>	Division: <b>Border</b>	Chapter: <b>6</b>
Inspected by: <b>Acting Sgt. D.G. Turner, #8788</b>		Date: <b>09/02/2009</b>

Required Action
Corrective Action Plan/Timeline

None.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE <b>10-28-09</b>
	INSPECTOR'S SIGNATURE 	DATE <b>10-29-09</b>
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE <b>11-2-09</b>

**AREA MANAGEMENT EVALUATION  
FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA Desert Hills I.F.	DIVISION Border	NUMBER 656
EVALUATED BY Acting Sergeant D. G. Turner #8788		DATE 09/02/2009

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW  DATE 9-9-09

**1. AREA ADMINISTRATION**

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
------------------	-----------------------	-----------

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes    ☐ No

(1) Is the Area commander involved and informed? ☒ Yes    ☐ No

(a) Does he/she monitor invoices? ☐ Yes    ☒ No

(2) Who is authorized to approve invoices? See Attached

b. What is the background experience of the Automotive Technician (AT)? Refer to host Area

(1) Are sufficient instructions and training provided? ☐ Yes    ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☐ Yes    ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes    ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☐ Yes    ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☐ Yes    ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes    ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes    ☐ No

c. How much maintenance work is being done by the AT? Refer to host Area

(1) Is he/she qualified to perform maintenance and minor repairs? ☐ Yes    ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? N/A

**2. VEHICLE USE**

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
------------------	-----------------------	-----------

a. How many "E" Class vehicles are assigned to the Area? See Attached.

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☐ Yes ☒ No

(a) Is there a supply of tools and minor equipment available? ☐ Yes ☒ No

c. What is the justification for any vehicle kept at employees homes after duty hours? See Attached.

d. Who does the commander allow to ride in vehicles? See Attached.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☐ Yes ☒ No

(a) Is the CHP 428 kept for the appropriate period of time? ☐ Yes ☐ No

**3. SERVICE ARRANGEMENTS**

EVALUATED  
No

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles?

(1) Are they authorized dealers? ☐ Yes ☐ No

(2) What process was used in selecting a service vendor?

(3) What are the hourly rates being charged?

(a) Are discounts given on parts? ☐ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☐ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☐ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☐ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles? ☐ Yes ☐ No

(1) How are interiors cleaned?

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical?

☐ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☐ No

(3) Is there more than one car wash facility available?

☐ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☐ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☐ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☐ No

d. How do officers report defective equipment?

(1) Who is authorized to declare a vehicle unsafe for patrol?

(a) Who determines when a vehicle is safe after repair or checking of defects?

(b) Does he/she sign off the report form and indicate what has been done?

☐ Yes ☐ No

(c) Is this system effective?

☐ Yes ☐ No

(d) How long are records kept?

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☐ Yes ☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

No

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☐ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☐ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☐ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished?

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☐ Yes ☐ No

(2) Does the AT understand what is required?

☐ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☐ Yes ☐ No

(a) If so, how does it effect mileage averaging?

c. How does the Area project run outs?

(1) Is FOS provided 30-45 days advance notice?

☐ Yes ☐ No

Destroy Previous Editions



(2) What has been the condition of vehicles returned to FOS?

(3) Are the right equipment options completed?

☐ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED  
No

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☐ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☐ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☐ Yes ☐ No

b. Is the space for working on vehicles adequate?

☐ Yes ☐ No

(1) Is it clean and organized?

☐ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☐ Yes ☐ No

(1) Is there an inventory?

☐ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☐ Yes ☐ No

(a) Are they clean and properly maintained?

☐ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☐ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☐ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☐ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☐ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED  
No

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☐ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☐ Yes ☐ No

(3) Is there adequate security?

☐ Yes ☐ No

(4) Who has access to the parts/supplies?

(5) Are batteries stored in a dry location, off the cement floor?

☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☐ Yes ☐ No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?		

**7. FUEL DISPENSING FACILITY**

EVALUATED

ACTION REQUIRED

CORRECTED

No

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?		
(a) Is self-service or full-service used?		

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?		
(1) Are records maintained as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED No	ACTION REQUIRED	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED No	ACTION REQUIRED	CORRECTED
a. Are fleet records logically filed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?		
e. Do invoices indicate parts are being supplied by the CHP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED No	ACTION REQUIRED CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED No	ACTION REQUIRED CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record?		
(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?		
(1) Do equipment and accessory times comply with departmental regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is a battery charger available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-do-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Command: <b>Indio Area</b>	Division: <b>Border</b>	Chapter: <b>Chapter 6</b>
Inspected by: Sergeant D. E. Waters		Date: 10-06-2009

Page 1 of 3

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 20	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: <i>Sutherland, Capt.</i>	Due Date: <i>10/15/09</i>	
Chapter Inspection: <i>Chapter 6, Fleet Management - Area Management Eval.</i>			
Inspector's Comments Regarding Innovative Practices:			

None

Command Suggestions for Statewide Improvement:

None

Inspector's Findings:

The Indio Area commander, Captain Sherrell Sutherland, is directly involved with the process of fleet management and oversight. The Area's Auto Technician (AT) Patrick Fox is educated and very well qualified and has an extensive background in the field of auto mechanics and repair.

The AT is extremely diligent in using the most effective and economical method of repairing the Area's fleet. The AT conducts the majority of vehicle repairs and only utilizes local vendors to complete major repairs or repairs covered under warranty.

An inspection of the fleet records revealed that they are logically filed in marked individual unit binders on a shelf adjacent to the AT's desk. A review of these binders revealed that they are current and complete.

A review of the Fleet Focus documents indicated they comply with the procedure contained in HPM 31.1. The reports were legible and complete and are reviewed by the Administrative Sergeant on a quarterly basis.



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Command: <b>Indio Area</b>	Division: <b>Border</b>	Chapter: <b>Chapter 6</b>
Inspected by: Sergeant D. E. Waters		Date: 10-06-2009

Page 2 of 3

A review of the current CHP 424s was conducted and did not reveal any unusual repair patterns or duplicate services and that the required service was conducted at the proper mileage intervals.

A physical inspection of the AT's work area was conducted. The automotive bays are somewhat cluttered and contained several unnecessary items such as a wheelbarrow, leaf-blower and several cardboard boxes containing miscellaneous items. Removal of the aforementioned items would provide additional room and make the work area safer.

***Action Item: The removal of unnecessary items located in the auto bays would provide more space and create a safer work environment.***

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

**COMMAND INSPECTION PROGRAM  
EXCEPTIONS DOCUMENT**

Page 3 of 3

Command: Indio Area	Division: Border	Chapter: Chapter 6
Inspected by: Sergeant D. E. Waters		Date: 10-06-2009

Required Action

Corrective Action Plan/Timeline

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE <i>W. L. L. Capt</i>	DATE <i>11-2-09</i>
	INSPECTOR'S SIGNATURE <i>LT</i>	DATE <i>10-15-09</i>
<input type="checkbox"/> Reviewer discussed this report with employee	REVIEWER'S SIGNATURE <i>DR Sgt D. Waters</i>	DATE <i>10-15-09</i>
<input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur		DATE <i>10-29-09</i>

# AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA Indio Area	DIVISION Border	NUMBER 630
EVALUATED BY Sergeant Dave Waters, #11069		DATE 10/06/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	DATE 10-15-09
BY _____			

### 1. AREA ADMINISTRATION

EVALUATED	ACTION REQUIRED	CORRECTED
-----------	-----------------	-----------

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Refer to attached narrative

b. What is the background experience of the Automotive Technician (AT)? Refer to attached narrative

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☐ No

c. How much maintenance work is being done by the AT? Refer to attached narrative

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Refer to attached narrative

### 2. VEHICLE USE

EVALUATED	ACTION REQUIRED	CORRECTED
-----------	-----------------	-----------

a. How many "E" Class vehicles are assigned to the Area?

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Refer to attached narrative

d. Who does the commander allow to ride in vehicles? Refer to attached narrative

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**

EVALUATED

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Refer to attached narrative

(1) Are they authorized dealers?

☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Refer to attached narrative

(3) What are the hourly rates being charged? Refer to attached narrative

(a) Are discounts given on parts?

☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☐ Yes ☒ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? Refer to attached narrative

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☐ Yes ☒ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned?

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☒ No

(3) Is there more than one car wash facility available?

☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☐ No

d. How do officers report defective equipment? Refer to attached narrative

(1) Who is authorized to declare a vehicle unsafe for patrol? Refer to attached narrative

(a) Who determines when a vehicle is safe after repair or checking of defects? Refer to attached narrative

(b) Does he/she sign off the report form and indicate what has been done?

☒ Yes ☐ No

(c) Is this system effective?

☒ Yes ☐ No

(d) How long are records kept? Refer to attached narrative

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes ☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Refer to attached narrative

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes ☐ No

(2) Does the AT understand what is required?

☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? Refer to attached narrative

c. How does the Area project run outs? Refer to attached narrative

(1) Is FOS provided 30-45 days advance notice?

☒ Yes ☐ No

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) What has been the condition of vehicles returned to FOS? Refer to attached narrative

(3) Are the right equipment options completed?

☒ Yes ☐ No**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☒ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☒ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? Refer to attached narrative

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☐ Yes ☐ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? Refer to attached narrative

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☒ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☐ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? Refer to attached narrative

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☒ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? Refer to attached narrative

**7. FUEL DISPENSING FACILITY**

EVALUATED

ACTION REQUIRED

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? Refer to attached narrative

(a) Is self-service or full-service used? Refer to attached narrative

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Refer to attached narrative		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? Refer to attached narrative		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? Refer to attached narrative		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? Refer to attached narrative		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? Refer to attached narrative		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? Refer to attached narrative		
(2) At what level is it refilled? Refer to attached narrative		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Destroy Previous Editions



**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED	ACTION REQUIRED	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management? Refer to attached narrative			
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED	ACTION REQUIRED	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located? Refer to attached narrative			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? Refer to attached narrative			
(3) How is the information used in Area's fleet administration? Refer to attached narrative			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Destroy Previous Editions

(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Refer to attached narrative		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	<b>EVALUATED</b>	<b>ACTION REQUIRED</b>
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	<b>EVALUATED</b>	<b>ACTION REQUIRED</b>
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record?		
(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is a battery charger available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

## INDIO AREA - 630

### CHAPTER 6 INSPECTION

#### Fleet Management

1.a.2 The Indio Area commander, Captain Sherrell Sutherland, is directly involved with the process of fleet management and oversight. The Area commander and lieutenant have developed and implemented a review process for the approval and authorization of all invoices.

1.b.(1-7) The Area's Auto Technician (AT) is educated and very well qualified. He has an extensive background in the field of auto mechanics and repair. He is currently entering into his twenty-fifth year as an AT. During his time at the Indio Area, he has been able to build a very good rapport with Area personnel, as well as the local vendors. The AT is normally on-duty for the morning shift change and at the end of his assigned shift, ensures there are sufficient vehicles to deploy for the evening shift, which begins at 1800 hours.

The AT does not routinely attend staff meetings, however, if an issue arises requiring attention from the Area supervisors or management team, he will request to attend to express his concerns. Routine fleet related issues are normally addressed with Sergeant Robert Heflin who is the Area's Administrative Sergeant.

1.c. The Area's AT performs all regularly scheduled maintenance work, including but not limited to, oil changes, transmission services, brake pad replacement, tires and electrical repairs. Additionally, the AT is qualified to perform minor radio related repairs which minimizes the use of the Department's Radio Technicians. The AT also completes the majority of all vehicle repairs and relies on local dealerships only for warranty work or work requiring major repairs. The AT assists the Area's Maintenance Worker with facility repairs requiring immediate attention and performs the majority of minor electrical repairs at the Area office.

2.a.(1-2) The Area is currently assigned twenty-one Class "E" enforcement vehicles which includes, two SMPV vehicles and one canine vehicle. The Area also services three Motor Carrier vans, one unmarked specialty vehicle, an Air Operations fuel truck, one MRE truck and a commander's vehicle. The number of vehicles assigned the Area meets the justification for the number of officers assigned.

- 2.b.(1) The AT is normally on-duty for the morning shift change and at the end of his shift, ensures there are sufficient vehicles for deployment during the evening shift.
- 2.b.(1).(a) Officers are allowed to make minor repairs to vehicles, like changing light bulbs, tightening spot lights or changing tires on weekends and after hours to ensure the maximum number of vehicles are available.
- 2.c Departmental policy allows for the home storage of five vehicles assigned to the Area, which are the canine vehicle, three Motor Carrier vans and the Commander's vehicle. With the exception of the aforementioned vehicles, no other vehicles are authorized for home storage after duty hours.
- 2.d It is the current policy of the Area to allow only perspective cadet candidates, currently in the hiring process, and other ride-alongs authorized by the Commander to ride in Class "E" enforcement vehicles. A CHP 428 is completed and retained in file for all ride-alongs.
- 3.a.(1-6) Area utilizes Fiesta Ford for warranty repairs involving the Area's Crown Victorias and Crystal Chrysler for the assigned Dodge Charger. The A/T contracts with two local body shops, however, is currently submitting a request to secure a third vendor in an effort to reduce costs. Over the last twenty years, the AT has built good working relationships with the aforementioned establishments and is generally charged an hourly rate of \$70.00 or below. The AT is knowledgeable and closely adheres to the policies set forth in MPM 11.2 (Materials Management Manual) regarding the purchasing of parts. Additionally, the AT routinely bargains with the Area's vendors to ensure he receives the maximum discounts on parts, as well as labor.
- 3.b The Area normally requires seventy-five percent of the fleet to be available during weekends. Area has not experienced a problem with vehicle availability at any time during the week.
- 3.c.(1-6) The Area utilizes a mobile car washing service that responds to the Area office twice a week for washing the exterior and maintaining the interior of the patrol vehicles. Additionally, the Area contracts with six car washing establishments for supplemental car washes as needed. The aforementioned car washes are strategically located throughout the Area to ensure that officers utilize a minimal amount of time during the car washing process.

- 3.d.(1).a-d      The Area uses a “BO” Sheet for the purpose of documenting vehicle defects of all types. Officers will indicate on the sheet if they feel the vehicle is unsafe to operate or can be driven until minor repairs can be made. The AT reviews the sheet at the beginning of his shift then arranges for, or makes the necessary repairs. The AT will then determine if the vehicle is properly repaired and is safe to return to service. This system works very well to ensure all deficiencies are addressed in a timely manner and potentially unsafe vehicles are not driven until being properly inspected.
- 3.d.(1)e      The Area SOP requires that all vehicles involved in pursuits be immediately placed out of service and noted on the BO Sheet until a full safety inspection is conducted by the AT.
- 4.a-b      The AT closely monitors the fleets mileage to ensure vehicles maintain an equitable mileage accumulation and reach the projected 100,000 mile limit within in the required three year period. Vehicles with higher than anticipated mileage are rotated to a less frequently utilized status to ensure effective mileage averaging and to eliminate the possibility that numerous vehicles will run out at the same time.
- 4.c      The AT provides Fleet Operations Section (FOS) with 45 days advance notice of a vehicle run-out as the respective vehicle reaches approximately 96, 000 miles. This allows sufficient time to ensure that necessary repairs are completed before returning the vehicle to FOS. Prior to being returned, all Area vehicles are subjected to a full inspection inside and out to ensure the vehicle is in good condition and it’s properly equipped. The Area’s AT has been commended for the condition of the vehicles returned to FOS.
- 5.a      The AT maintains his office in a satisfactory condition and has adequate room for his current reference manual and bulletins.
- 5.b      The Area has a two bay work area with more than adequate room for working on the Area’s fleet. The bays contain several items such as a wheelbarrow, leaf-blower, etc, if removed, would provide additional room and make the work area less cluttered. The bay floors are clean and kept free of vehicle fluids.

- 5.c-f      The AT maintains a minimum of the tool inventory listed in HPM 31.1, Chapter 6. The tools are accessible to the AT when he is working on vehicles and are audited quarterly by the Area's Administrative Sergeant. During his interview, the AT indicated that he has a sufficient supply of tools to perform his required tasks and is not in need of additional equipment at this time. The AT's office and automotive bays are secured at the end of each work shift. Access to the AT's office is restricted to the AT, Administrative Sergeant and Maintenance Worker. After hours access to the automotive bays is restricted to Area supervisors, the AT and Maintenance Worker.
- 6.a.(1-5)      The majority of the parts supplies are located on shelves within the AT's office. There is adequate space on the shelves and the parts are arranged logically. Access to the area is limited, as mentioned in aforementioned paragraph. Currently, the AT does not maintain a supply of vehicle batteries at the Area. Batteries are normally stored on cardboard mats to ensure they are not stored on the concrete floor.
- 6.b-d      The AT uses the Fleet Focus Program, (FF) in addition to his inventory cards to manage his automotive parts, supplies and tire inventory which enables him to maintain a reasonable number of replacement parts. Parts like water-pumps, air-conditioning compressors, starters, alternators, etc are provided to the particular vendors for installation as necessary. When stocked parts are used the AT ensures this information is documented on the invoice to prevent double billing.
- 6.e-g      The tire inventory is closely monitored with use of a CHP 55 (Tire Inventory Log) and physical inventories. Tire requisitions through Purchasing Services Unit are submitted as needed. The tire inventory is located in the wash bay adjacent to the auto bays with the AT and Administrative Sergeant having the only access. The AT sends out the CHP 265 (Sale of Discarded Tires/Junk Batteries/Used Rotors) to all perspective bidders. The contract is then given to the highest bidder that is certified and qualified for their removal.
- 6.h      Area completes a inventory of all parts every three months. The inventory is conducted by the Administrative Sergeant who is assisted by the AT.



- 7.a.(1-2) The fleet is normally fueled at the Area office. Only under emergency circumstances are the Voyager Credit cards to be used to fuel vehicles in the Field. Area has an established SOP and prepared briefing items to reinforce policy in regards to the use of the credit cards and prohibits the use of full-service, fueling stations.
- 7.b.(1-8) The fuel island is clean and organized and properly stocked. The fuel dispensers are maintained in good condition and equipped with break-away couplers. The "Emergency Shut off Valve" is located on the exterior of an out-building and is clearly visible from the fuel island. A fully charged fire extinguisher is mounted to the support pole located in the center of the island.
- 7.d Individual officers are responsible for fueling their assigned vehicle, checking the vital fluids and cleaning the vehicle's windshield at the end of each shift.
- 7.e The Area's underground storage tanks are tested for leaks as required by policy and the meters are calibrated annually. The Area is equipped with an electronic key pad system (Veeder-Root Monitor System) that provides meter security, as well as monitors the amount of fuel being dispensed. The system will not activate unless the properly coded key card is entered and the system maintains an on-going record of individual fuel usage of each vehicle. When the fuel level in the tank reaches 2,000 gallons or less, the AT will place an order for more fuel through the contracted distributor. The AT physically checks the level of the tank before and after each delivery to ensure accuracy.
- 8.a The Area's Occupational Safety Supervisor conducts an inspection of the facility, including the AT's work area and office twice yearly. The findings are then documented on a CHP 113(a) which is kept in file. A review of the most current CHP 113's indicated no safety issues were observed in the automotive bays or AT's office.

- 8.b (1-9) A physical inspection of the AT's work area was conducted. The automotive bays are somewhat cluttered and contained several unnecessary items such as a wheelbarrow, leaf-blower and several cardboard boxes containing miscellaneous items. Removal of the aforementioned items would provide additional room and make the work area safer. The floors are kept free of vehicle fuels and no other safety concerns were observed. The vehicle bay contains a fully charged fire extinguisher which is mounted to the wall in plain sight. Masks and safety glasses were accessible and based on appearance are being routinely utilized. One of the two auto bays is equipped with an electric vehicle hoist which appears to be properly maintained and in good condition.

**Action Item: The removal of unnecessary items located in the auto bays would provide more space and create a safer work environment.**

- 8.c The current AT has been in his position for approximately twenty years. The AT has not sustained a work related injury during the last eleven years of service. The AT prides himself on his safety record and understands the importance of maintaining a safe work environment.
- 9.a An inspection of the fleet records revealed that they are logically filed in marked individual unit binders on a shelf adjacent to the AT's desk. A review of these binders revealed that they are current and complete.
- 9.b A review of the FF document indicated they comply with the procedure contained in HPM 31.1. The reports were legible and complete and are reviewed by the Administrative Sergeant on a quarterly basis.
- 9.c A review of the current CHP 424s was conducted and did not reveal any unusual repair patterns or duplicate services and that the required service was conducted at the proper mileage intervals.
- 9.d The AT is extremely diligent in using the most effective and economical method of repairing the Area's fleet. The AT conducts the majority of vehicle repairs and only utilizes local vendors to complete major repairs or repairs covered under warranty. The AT is well aware that purchasing vehicle parts with the credit card is strictly prohibited.
- 9.e When parts are supplied by the Area for needed repairs they are documented on the invoice and appropriately discounted from the total amount of the repairs.

Indio Area

Chapter 6 Inspection

Page 7

9.f The AT maintains several binders in his office which contain fleet operations bulletins for the past several years.

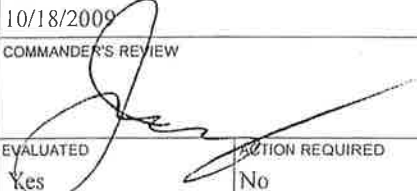
10 a(1) A review of the last sixth months of CHP 33E's indicated no obvious pattern of complaints or reoccurring discrepancies. No unauthorized modifications to the vehicles within the Area's fleet were noted by the inspector.

11 Presently, the Indio Area does not have a departmental motorcycle program.

*6/28/09  
to Border  
craft Services*

AREA El Centro (626)	DIVISION Border	NUMBER <b>CHAP 6</b>
EVALUATED BY Sgt. Billy J. King, #13098		DATE 08/18/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 10/18/2009
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW 
		DATE 8/27/09
<b>1. AREA ADMINISTRATION</b>		EVALUATED Yes
		ACTION REQUIRED No
		CORRECTED

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Supervision and management.

b. What is the background experience of the Automotive Technician (AT)? Trained by Department, 11 years experience.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☒ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☒ No

c. How much maintenance work is being done by the AT? All maintenance work except warranty repairs.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Minor repairs to facility & parking lot area.

<b>2. VEHICLE USE</b>	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
-----------------------	------------------	-----------------------	-----------

a. How many "E" Class vehicles are assigned to the Area? 19

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? All vehicles are kept at the area.

d. Who does the commander allow to ride in vehicles? CHP and applicant ride a longs, others on an individual basis w/approval.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTS	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	

a. What vendors are being used for servicing or repairing vehicles? El Centro Motors, Lee Tire, J&M Auto Body, and Orosco's Auto Body.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Already in place prior to assignment of AT.

(3) What are the hourly rates being charged? \$44.00 to \$76.00.

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☐ Yes ☒ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? Normally 60% unless MEP period.

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Area has a contract with Romeo's Car Wash in El Centro. Minor issues are taken care of at area level by either the AT or Maintenance worker.

(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Officers are required to use the Defective Vehicle Report form which is provided by the AT. The report provides all pertinent information to AT, to include whether the vehicle is out of service or OK for limited use.

(1) Who is authorized to declare a vehicle unsafe for patrol? AT, Officers, Supervision and Management.

(a) Who determines when a vehicle is safe after repair or checking of defects? AT.

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? 3 years.

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

#### 4. MILEAGE MANAGEMENT

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☒ Yes ☐ No

b. How are adjustments to mileage accomplished? AT does a daily mileage report and service check using a self generated form.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? Mileage is still monitored on a daily basis and adjustments are made if vehicle is low on miles. This will be brought to the attention of Supervision and Management.

c. How does the Area project run outs? Daily mileage report.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

(2) What has been the condition of vehicles returned to FOS? Good, no complaints from FOS.

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☒ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

6. TIRES, PARTS AND SUPPLIES	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☒ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? AT, maintenance worker, Supervision and Management.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored? New tires are stored and locked in a metal shed. Used tires are labeled by size and are stored in a locked metal shed.		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of? Old Batteries are used as core's when new one's purchased and used tires are sold to the highest bidder.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count? Sgt. Brollini, #9773 on 08-06-09.		

7. FUEL DISPENSING FACILITY	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies? Area has CFN gas card along with the Voyager card in all vehicle 33 books.			
(a) Is self-service or full-service used? Self Service.			



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	AT and maintenance worker.	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	Daily fuel log.	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	Unable to determine exact amount, the Veeder Root machine is inop. DGS is aware and working on getting it repaired. If discrepancies found brought to Supervision's attention.	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	No label on pump, AT will have to get with City or County of Imperial to arrange for inspection.	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	Approximately every two weeks.	
(2) At what level is it refilled?	4000 gallons.	
i. How does the Area secure the fuel pumps when they are not in use?	Pad locks, with key on every vehicle key ring.	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
<b>8. SAFETY</b>			
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			Excellent, area goals have been met.
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>9. VEHICLE RECORDS AND MAINTENANCE</b>			
	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			In wooden book case.
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			Monthly reports are reviewed by AT, fleet supervisor and management.
(3) How is the information used in Area's fleet administration?			THE FMIS report assists the Area in managing the fleet effectively and economically.
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? AT uses ten cents per mile formula to fix vehicles. If cost exceeds formula, AT notifies Fleet OPS by e-mail for approval of repairs. AT attaches e-mail to invoice after repairs completed.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	<b>EVALUATED</b> Yes	<b>ACTION REQUIRED</b> No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	<b>EVALUATED</b> No	<b>ACTION REQUIRED</b>
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program?

☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes ☐ No

(a) Are mandatory exercises being conducted?

☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes ☐ No

(2) Is the repair person proficient?

☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☐ No

(6) Are any repairs being done by riders?

☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☐ No

(1) Is safety compromised?

☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes ☐ No

(a) Has it been inspected and approved?

☐ Yes ☐ No

(b) Are records of the approval on file?

☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes ☐ No

(2) Is there ample supply available?

☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☐ No

(4) Is a battery charger available?

☐ Yes ☐ No

Destroy Previous Editions

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

## AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: Fleet Management

DATE: 08/18/2009

[illegible]

AREA Calexico	DIVISION Border	NUMBER 626
EVALUATED BY T. Brollini # 9773		DATE 08/26/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW <i>R.A. Stute</i> DATE <i>9-8-09</i>

### 1. AREA ADMINISTRATION

EVALUATED N/A	ACTION REQUIRED	CORRECTED
------------------	-----------------	-----------

a. Is there a clear line of supervision and accountability for the Area's fleet management? *N/A* ☐ Yes ☐ No

(1) Is the Area commander involved and informed? ☐ Yes ☐ No

(a) Does he/she monitor invoices? ☐ Yes ☐ No

(2) Who is authorized to approve invoices?

b. What is the background experience of the Automotive Technician (AT)? *N/A*

(1) Are sufficient instructions and training provided? ☐ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☐ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☐ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☐ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☐ No

c. How much maintenance work is being done by the AT? *N/A*

(1) Is he/she qualified to perform maintenance and minor repairs? ☐ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT?

### 2. VEHICLE USE

EVALUATED Yes	ACTION REQUIRED None	CORRECTED
------------------	-------------------------	-----------

a. How many "E" Class vehicles are assigned to the Area? None, 1 Electric Think Car, "E" Class cars assigned to the El Centro (625).

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? K-9 Unit

d. Who does the commander allow to ride in vehicles?

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

**3. SERVICE ARRANGEMENTS**

EVALUATED  
N/A

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? N/A

(1) Are they authorized dealers? ☐ Yes ☐ No

(2) What process was used in selecting a service vendor?

(3) What are the hourly rates being charged?

(a) Are discounts given on parts? ☐ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☐ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☐ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☐ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles? ☐ Yes ☐ No

(1) How are interiors cleaned?



**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical?

☐ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☐ No

(3) Is there more than one car wash facility available?

☐ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☐ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☐ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☐ No

d. How do officers report defective equipment?

(1) Who is authorized to declare a vehicle unsafe for patrol?

(a) Who determines when a vehicle is safe after repair or checking of defects?

(b) Does he/she sign off the report form and indicate what has been done?

☐ Yes ☐ No

(c) Is this system effective?

☐ Yes ☐ No

(d) How long are records kept?

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☐ Yes ☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

N/A

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☐ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☐ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☐ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished?

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☐ Yes ☐ No

(2) Does the AT understand what is required?

☐ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☐ Yes ☐ No

(a) If so, how does it effect mileage averaging?

c. How does the Area project run outs?

(1) Is FOS provided 30-45 days advance notice?

☐ Yes ☐ No

(2) What has been the condition of vehicles returned to FOS?

(3) Are the right equipment options completed?

☐ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED  
N/A

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☐ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☐ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☐ Yes ☐ No

b. Is the space for working on vehicles adequate?

☐ Yes ☐ No

(1) Is it clean and organized?

☐ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1; Fleet Operations Manual, Chapter 6?

☐ Yes ☐ No

(1) Is there an inventory?

☐ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☐ Yes ☐ No

(a) Are they clean and properly maintained?

☐ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☐ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☐ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☐ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☐ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED  
N/A

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☐ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☐ Yes ☐ No

(3) Is there adequate security?

☐ Yes ☐ No

(4) Who has access to the parts/supplies?

(5) Are batteries stored in a dry location, off the cement floor?

☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☐ Yes ☐ No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked? ☐ Yes ☐ No

(1) Are there obsolete parts on hand? ☐ Yes ☐ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☐ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☐ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☐ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☐ Yes ☐ No

(a) Are records reviewed by management? ☐ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☐ Yes ☐ No

(a) How are tires stored?

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☐ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☐ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☐ No

(7) Are adequate records maintained for used tires? ☐ Yes ☐ No

(a) Is the disposition of used tires within policy? ☐ Yes ☐ No

f. How are old tires/batteries disposed of?

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☐ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☐ No

(3) Are the provisions of any tire or battery disposal contract being met? ☐ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☐ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☐ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☐ Yes ☐ No

(1) Who conducted the count?

**7. FUEL DISPENSING FACILITY**

EVALUATED  
N/A

ACTION REQUIRED

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☐ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies?

(a) Is self-service or full-service used?

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the lighting adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Who fuels the vehicles?	
(1) Are fluids and tires checked during fueling?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	
(3) Is gasoline measured before and after deliveries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	
(1) Are records maintained as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	
h. Is there a contract for fuel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) How often is the fuel supply replenished?	
(2) At what level is it refilled?	
i. How does the Area secure the fuel pumps when they are not in use?	
(1) Is the system adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED N/A	ACTION REQUIRED	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED N/A	ACTION REQUIRED	CORRECTED
a. Are fleet records logically filed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage?

☐ Yes ☐ No

d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?

☐ Yes ☐ No

(1) Are hourly rates in line with prevailing rates?

☐ Yes ☐ No

(2) Does the AT refer to manuals for invoice cost information?

☐ Yes ☐ No

(3) Is work being done by vendors that should be done by the AT?

☐ Yes ☐ No

(4) Are there any warranty problems?

☐ Yes ☐ No

(a) If so, are they being resolved?

☐ Yes ☐ No

(5) Is the credit card being used in lieu of an invoice?

☐ Yes ☐ No

(6) Does the commander or his/her designee review and/or approve invoices?

☐ Yes ☐ No

(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?

e. Do invoices indicate parts are being supplied by the CHP?

☐ Yes ☐ No

(1) If parts are on invoices, does the vendor give a discount?

☐ Yes ☐ No

f. Are fleet operations bulletins maintained and accessible to the AT?

☐ Yes ☐ No**10. CONDITION OF THE FLEET**EVALUATED  
N/A

ACTION REQUIRED

CORRECTED

a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?

☐ Yes ☐ No

(1) Have any unauthorized modifications been made on vehicles?

☐ Yes ☐ No**11. MOTORCYCLES**EVALUATED  
N/A

ACTION REQUIRED

CORRECTED

a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?

☐ Yes ☐ No

(1) Are the program objectives clearly understood by the commander and supervisors?

☐ Yes ☐ No

(2) Does the Area have an up-to-date SOP relating to motorcycle operations?

☐ Yes ☐ No

b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?

☐ Yes ☐ No

(1) Are motorcycles being used on beats with predominantly high speed problems?

☐ Yes ☐ No

(2) Are motorcycles used for special duty officer transportation?

☐ Yes ☐ No

(3) Are motorcycles parked at the Area office during vacations and extended days off?

☐ Yes ☐ No

c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?

☐ Yes ☐ No

(1) What system is in place to verify understanding and compliance?

(2) Are Bulletins discussed with riders?

☐ Yes ☐ No

d. What type of active safety program does the Area have?

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program? ☐ Yes ☐ No(2) Is there a sufficient number of CMTOs? ☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training? ☐ Yes ☐ No(a) Are mandatory exercises being conducted? ☐ Yes ☐ No(b) Are ride-alongs being conducted on a regular basis and properly documented? ☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory? ☐ Yes ☐ No(2) Is the repair person proficient? ☐ Yes ☐ No(3) Is service available on weekends? ☐ Yes ☐ No(4) Are motorcycles down for unreasonable amounts of time because of poor service? ☐ Yes ☐ No(5) Are any motorcycles being operated with radios in a defective condition? ☐ Yes ☐ No(6) Are any repairs being done by riders? ☐ Yes ☐ No(7) Does the Area swap radios with idle units to reduce down time? ☐ Yes ☐ No(a) If so, are radios being returned to the original units or reported to Telecommunications Section? ☐ Yes ☐ Nog. Is there adequate space to park and/or store motorcycles? ☐ Yes ☐ No(1) Is safety compromised? ☐ Yes ☐ No(2) Are units parked near an entrance causing foot traffic to be inhibited? ☐ Yes ☐ No(3) Are preventative measures in place to avoid problems caused by oil drippings? ☐ Yes ☐ No(4) Are parked motorcycles susceptible to theft or vandalism? ☐ Yes ☐ No(5) When garaged at home, is the motorcycle in a covered, secured area? ☐ Yes ☐ No(a) Has it been inspected and approved? ☐ Yes ☐ No(b) Are records of the approval on file? ☐ Yes ☐ Noh. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements? ☐ Yes ☐ No(1) Do equipment and accessory times comply with departmental regulations? ☐ Yes ☐ No(2) Is there ample supply available? ☐ Yes ☐ No(3) Are spare tires available? ☐ Yes ☐ No(4) Is a battery charger available? ☐ Yes ☐ No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept? ☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective? ☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time? ☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs? ☐ Yes ☐ No

(a) Is a supervisor's permission required? ☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation? ☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer? ☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one? ☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date? ☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges? ☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices? ☐ Yes ☐ No

(3) Is service up-to-date? ☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required? ☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected? ☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle? ☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.? ☐ Yes ☐ No

The only "E" class vehicle assigned to the area is a Ford, Electric Think Car, which does not require any scheduled service. All fleet management duties for the "E" class vehicles the area uses are completed by the El Centro and Winterhaven Areas.



## CHP 454 (Rev. 5-06) OPI 009

DATE: 08/26/2009

[illegible]

AREA Calexico	DIVISION Border	NUMBER 626
EVALUATED BY B. King		DATE 07/15/2009

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW <i>R. St</i>	DATE 7-16-09
BY _____			

## 1. AREA ADMINISTRATION

EVALUATED N/A	ACTION REQUIRED	CORRECTED
------------------	-----------------	-----------

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☐ Yes ☐ No

(1) Is the Area commander involved and informed? ☐ Yes ☐ No

(a) Does he/she monitor invoices? ☐ Yes ☐ No

(2) Who is authorized to approve invoices?

b. What is the background experience of the Automotive Technician (AT)?

(1) Are sufficient instructions and training provided? ☐ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☐ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☐ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☐ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☐ No

c. How much maintenance work is being done by the AT?

(1) Is he/she qualified to perform maintenance and minor repairs? ☐ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT?

## 2. VEHICLE USE

EVALUATED <input checked="" type="checkbox"/>	ACTION REQUIRED None	CORRECTED
--------------------------------------------------	-------------------------	-----------

a. How many "E" Class vehicles are assigned to the Area? 1 (Electric Think Car)

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? K-9 Unit.

d. Who does the commander allow to ride in vehicles?

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

**3. SERVICE ARRANGEMENTS**

EVALUATED  
N/A

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles?

(1) Are they authorized dealers? ☐ Yes ☐ No

(2) What process was used in selecting a service vendor?

(3) What are the hourly rates being charged?

(a) Are discounts given on parts? ☐ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☐ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☐ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☐ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles? ☐ Yes ☐ No

(1) How are interiors cleaned?

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical?

☐ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☐ No

(3) Is there more than one car wash facility available?

☐ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☐ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☐ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☐ No

d. How do officers report defective equipment?

(1) Who is authorized to declare a vehicle unsafe for patrol?

(a) Who determines when a vehicle is safe after repair or checking of defects?

(b) Does he/she sign off the report form and indicate what has been done?

☐ Yes ☐ No

(c) Is this system effective?

☐ Yes ☐ No

(d) How long are records kept?

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☐ Yes ☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

N/A

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☐ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☐ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☐ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished?

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☐ Yes ☐ No

(2) Does the AT understand what is required?

☐ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☐ Yes ☐ No

(a) If so, how does it effect mileage averaging?

c. How does the Area project run outs?

(1) Is FOS provided 30-45 days advance notice?

☐ Yes ☐ No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) What has been the condition of vehicles returned to FOS?

(3) Are the right equipment options completed?

☐ Yes ☐ No**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

N/A

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☐ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☐ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☐ Yes ☐ No

b. Is the space for working on vehicles adequate?

☐ Yes ☐ No

(1) Is it clean and organized?

☐ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☐ Yes ☐ No

(1) Is there an inventory?

☐ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☐ Yes ☐ No

(a) Are they clean and properly maintained?

☐ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☐ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☐ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☐ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☐ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

N/A

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☐ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☐ Yes ☐ No

(3) Is there adequate security?

☐ Yes ☐ No

(4) Who has access to the parts/supplies?

(5) Are batteries stored in a dry location, off the cement floor?

☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☐ Yes ☐ No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?		

<b>7. FUEL DISPENSING FACILITY</b>	EVALUATED N/A	ACTION REQUIRED	CORRECTED
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?			
(a) Is self-service or full-service used?			

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?		
(1) Are records maintained as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED N/A	ACTION REQUIRED	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED N/A	ACTION REQUIRED	CORRECTED
a. Are fleet records logically filed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input type="checkbox"/> No



**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage? ☐ Yes ☐ No

d. Is the Area using the most effective and economical method of repairing/maintaining the fleet? ☐ Yes ☐ No

(1) Are hourly rates in line with prevailing rates? ☐ Yes ☐ No

(2) Does the AT refer to manuals for invoice cost information? ☐ Yes ☐ No

(3) Is work being done by vendors that should be done by the AT? ☐ Yes ☐ No

(4) Are there any warranty problems? ☐ Yes ☐ No

(a) If so, are they being resolved? ☐ Yes ☐ No

(5) Is the credit card being used in lieu of an invoice? ☐ Yes ☐ No

(6) Does the commander or his/her designee review and/or approve invoices? ☐ Yes ☐ No

(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?

e. Do invoices indicate parts are being supplied by the CHP? ☐ Yes ☐ No

(1) If parts are on invoices, does the vendor give a discount? ☐ Yes ☐ No

f. Are fleet operations bulletins maintained and accessible to the AT? ☐ Yes ☐ No

**10. CONDITION OF THE FLEET**

EVALUATED

N/A

ACTION REQUIRED

CORRECTED

a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? ☐ Yes ☐ No

(1) Have any unauthorized modifications been made on vehicles? ☐ Yes ☐ No

**11. MOTORCYCLES**

EVALUATED

N/A

ACTION REQUIRED

CORRECTED

a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? ☐ Yes ☐ No

(1) Are the program objectives clearly understood by the commander and supervisors? ☐ Yes ☐ No

(2) Does the Area have an up-to-date SOP relating to motorcycle operations? ☐ Yes ☐ No

b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? ☐ Yes ☐ No

(1) Are motorcycles being used on beats with predominantly high speed problems? ☐ Yes ☐ No

(2) Are motorcycles used for special duty officer transportation? ☐ Yes ☐ No

(3) Are motorcycles parked at the Area office during vacations and extended days off? ☐ Yes ☐ No

c. Are Fleet Operations Bulletins pertaining to motorcycles filed together? ☐ Yes ☐ No

(1) What system is in place to verify understanding and compliance?

(2) Are Bulletins discussed with riders? ☐ Yes ☐ No

d. What type of active safety program does the Area have?

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program?

☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes ☐ No

(a) Are mandatory exercises being conducted?

☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes ☐ No

(2) Is the repair person proficient?

☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☐ No

(6) Are any repairs being done by riders?

☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☐ No

(1) Is safety compromised?

☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes ☐ No

(a) Has it been inspected and approved?

☐ Yes ☐ No

(b) Are records of the approval on file?

☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes ☐ No

(2) Is there ample supply available?

☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☐ No

(4) Is a battery charger available?

☐ Yes ☐ No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?

☐ Yes☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes☐ No

(a) Is a supervisor's permission required?

☐ Yes☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes☐ No

(3) Is service up-do-date?

☐ Yes☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes☐ No

The only "E" class vehicle assigned to the area is a Ford, Electric Think Car, which does not require any scheduled service. All fleet management duties for the "E" class vehicles the area uses are completed by the El Centro and Winterhaven Areas.

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 1 of 2

Command: <b>San Onofre</b> I.F.	Division: <b>Border</b>	Chapter: <b>6, FLEET</b> <b>MANAGEMENT</b>
J. P. Martinez, #10302		09/09/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level  <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:	<input type="checkbox"/> Corrective Action Plan Included  <input type="checkbox"/> Attachments Included
Follow-up Required:  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to:  Due Date:		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

N/A

Command Suggestions for Statewide Improvement:

N/A

Inspector's Findings:

N/A

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

N/A

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**COMMAND INSPECTION PROGRAM**  
EXCEPTIONS DOCUMENT

Page 2 of 2

Command: San Onofre I.F.	Division: Border	Chapter:6, FLEET MANAGEMENT
J. P. Martinez, #10302		09/09/2009

Required Action
Corrective Action Plan/Timeline

N/A

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 9/09/09
J. P. Martinez	INSPECTOR'S SIGNATURE 	DATE 09/09/09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE

AREA	DIVISION	NUMBER
San Onofre I. F.	Border	651
EVALUATED BY	DATE	
J. P. Martinez, #10302	09/09/2009	

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW	DATE
BY _____			

**1. AREA ADMINISTRATION**

EVALUATED	ACTION REQUIRED	CORRECTED
09/09/2009	None	N/A

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes    ☐ No

(1) Is the Area commander involved and informed? ☒ Yes    ☐ No

(a) Does he/she monitor invoices? ☐ Yes    ☒ No

(2) Who is authorized to approve invoices? Invoices are approved and processed by the Oceanside Area.

b. What is the background experience of the Automotive Technician (AT)? N/A, San Onofre I.F. does not have an automotive technician assigned to the facility.

(1) Are sufficient instructions and training provided? N/A ☐ Yes    ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☐ Yes    ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes    ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☐ Yes    ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☐ Yes    ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes    ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes    ☐ No

c. How much maintenance work is being done by the AT?

(1) Is he/she qualified to perform maintenance and minor repairs? ☐ Yes    ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT?

**2. VEHICLE USE**

EVALUATED	ACTION REQUIRED	CORRECTED
09/09/2009	None	N/A

a. How many "E" Class vehicles are assigned to the Area? (1) One commander's vehicle.

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☐ Yes ☒ No

c. What is the justification for any vehicle kept at employees homes after duty hours? After hours emergency response as established by HPM 31.1.

d. Who does the commander allow to ride in vehicles? CHP employees, the public as determined by GO 100.42.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**EVALUATED  
09/09/2009ACTION REQUIRED  
NoneCORRECTED  
N/A

a. What vendors are being used for servicing or repairing vehicles? Since the Oceanside Area performs all repairs and maintenance of the commanders vehicle, this section will be deferred to the audit conducted for the Oceanside Area.

(1) Are they authorized dealers?

N/A

☐ Yes ☐ No

(2) What process was used in selecting a service vendor?

(3) What are the hourly rates being charged?

(a) Are discounts given on parts?

☐ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☐ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☐ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☐ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles?

☐ Yes ☐ No

(1) How are interiors cleaned?

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

- (2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No
- (a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No
- (3) Is there more than one car wash facility available? ☒ Yes ☐ No
- (4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No
- (5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No
- (6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Defects are reported to the on-duty supervisor and logged into the CHP 33 book.

- (1) Who is authorized to declare a vehicle unsafe for patrol? With the concurrence of the supervisor a vehicle will be placed out of service and arrangements made with the Oceanside Area automotive technician for assessment and repair.
- (a) Who determines when a vehicle is safe after repair or checking of defects? Oceanside Area automotive technician
- (b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No
- (c) Is this system effective? ☒ Yes ☐ No
- (d) How long are records kept? Oceanside Area retains these files.
- (e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

**4. MILEAGE MANAGEMENT**

EVALUATED  
09/09/2009

ACTION REQUIRED  
None

CORRECTED  
N/A

- a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? **N/A** ☐ Yes ☐ No
- (1) Are vehicles run out in the same order they are received? ☐ Yes ☐ No
- (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☐ Yes ☐ No
- (a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No
- b. How are adjustments to mileage accomplished?
- (1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☐ Yes ☐ No
- (2) Does the AT understand what is required? ☐ Yes ☐ No
- (3) Does the Area have a "personalized vehicle assignment" program? ☐ Yes ☐ No
- (a) If so, how does it effect mileage averaging?

c. How does the Area project run outs?

- (1) Is FOS provided 30-45 days advance notice? ☐ Yes ☐ No

Destroy Previous Editions



(2) What has been the condition of vehicles returned to FOS?

(3) Are the right equipment options completed?

☐ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED  
09/09/2009

ACTION REQUIRED  
None

CORRECTED  
N/A

a. Is there adequate space and comfort in the AT office?

N/A

☐ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☐ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☐ Yes ☐ No

b. Is the space for working on vehicles adequate?

☐ Yes ☐ No

(1) Is it clean and organized?

☐ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☐ Yes ☐ No

(1) Is there an inventory?

☐ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☐ Yes ☐ No

(a) Are they clean and properly maintained?

☐ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☐ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☐ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☐ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☐ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED  
09/09/2009

ACTION REQUIRED  
None

CORRECTED  
N/A

a. Is the space provided for parts and supplies adequate?

N/A

☐ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☐ Yes ☐ No

(3) Is there adequate security?

☐ Yes ☐ No

(4) Who has access to the parts/supplies?

(5) Are batteries stored in a dry location, off the cement floor?

☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☐ Yes ☐ No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?			
(1) Are fluids and tires checked during fueling?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?			
(3) Is gasoline measured before and after deliveries?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?			
(1) Are records maintained as required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?			
g. Does the physical inventory reasonably balance with the metered inventory each month?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?			
h. Is there a contract for fuel?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?			
(2) At what level is it refilled?			
i. How does the Area secure the fuel pumps when they are not in use?			
(1) Is the system adequate?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Destroy Previous Editions

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

**8. SAFETY**

EVALUATED  
09/09/2009

ACTION REQUIRED  
None

CORRECTED  
N/A

a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?

☒ Yes ☐ No

(1) Are the AT's work areas inspected?

N/A

☐ Yes ☐ No

b. Are there possible unsafe conditions within the AT's work areas?

☐ Yes ☐ No

(1) Is the shop floor clean and free of any spills?

☐ Yes ☐ No

(2) Are electrical cords or hoses posing a hazard?

☐ Yes ☐ No

(3) Are fire extinguishers charged, inspected and of the proper type?

☐ Yes ☐ No

(4) Are any batteries leaking or stored improperly?

☐ Yes ☐ No

(5) Are there loose items on the floor?

☐ Yes ☐ No

(6) Is the bench grinder firmly affixed, and are there safety glasses available?

☐ Yes ☐ No

(a) Are they worn by the AT?

☐ Yes ☐ No

(7) Is the battery charger in a safe place?

☐ Yes ☐ No

(8) Are masks available for AT's to wear when servicing brakes?

☐ Yes ☐ No

(a) If yes, are they worn?

☐ Yes ☐ No

(9) Are jack stands properly utilized?

☐ Yes ☐ No

c. What is the Area occupational safety record as it relates to fleet management? No injuries recorded.

(1) Have any injuries been prevented with an improved safety awareness program?

☐ Yes ☐ No

**9. VEHICLE RECORDS AND MAINTENANCE**

EVALUATED  
09/09/2009

ACTION REQUIRED  
None

CORRECTED  
N/A

a. Are fleet records logically filed?

N/A

☐ Yes ☐ No

(1) Are they conveniently located and available to the AT and supervisor?

☐ Yes ☐ No

(2) Do files contain all required documents?

☐ Yes ☐ No

(a) If documents are not in files, where are they located?

b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?

☐ Yes ☐ No

(1) Are documents legible and complete?

☐ Yes ☐ No

(2) Who reviews the FF reports?

(3) How is the information used in Area's fleet administration?

c. Is the CHP 424 current?

☐ Yes ☐ No

(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?

☐ Yes ☐ No

Destroy Previous Editions

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are there any warranty problems?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are they being resolved?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?			
e. Do invoices indicate parts are being supplied by the CHP?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED 09/09/2009	ACTION REQUIRED None	CORRECTED N/A
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED 09/09/2009	ACTION REQUIRED None	CORRECTED N/A
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?			
(2) Are Bulletins discussed with riders?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?			

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record?			
(a) How does it compare with Division and statewide rates?			
(4) Does the Area conduct quarterly motorcycle training?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?			
(1) Are the arrangements satisfactory?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Are any repairs being done by riders?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is a battery charger available?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles?			
(1) Is it satisfactory and cost effective?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is repair work verified?			
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is a supervisor's permission required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs?			
(6) Does the Area have a motorcycle trailer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How often is it used?			
(b) If one is not available, has Area budgeted for one?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service up-to-date?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

The San Onofre Inspection Facility (I. F.) has one vehicle (the Commander's vehicle) assigned to the facility. This vehicle is serviced and maintained by the Oceanside Area automotive technician. Additionally, the San Onofre I. F. is normally provided with three loaner black/white patrol vehicles from the Oceanside Area. However, routine maintenance, inspections, and approval of invoices are completed by the Oceanside Area command. The San Onofre I. F. does not receive invoices for repairs or services for the commander's vehicle since Oceanside Area initiates services and repairs thru their vendors.

**COMMAND INSPECTION PROGRAM  
EXCEPTIONS DOCUMENT**

Page 1 of 3

Command: <b>Winterhaven</b>	Division: <b>Border</b>	Chapter: <b>Ch. 6; HPG 22.1</b>
Inspected by: <b>Sgt. Ted Morris</b>		Date: <b>09/25/2009</b>

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level  <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 4 hours	<input type="checkbox"/> Corrective Action Plan Included  <input type="checkbox"/> Attachments Included
Follow-up Required:  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Border Div.  Due Date: 10/15/2009		
<b>Chapter Inspection:</b>			
<b>Inspector's Comments Regarding Innovative Practices:</b>			

The Area assigns patrol cars to officers. The "Car Commander" is responsible for completing a CHP 33E, Vehicle Inspection Checklist, monthly. This not only ensures a monthly check of the vehicle, but also provides accountability for care and cleanliness of the vehicle.

Command Suggestions for Statewide Improvement:

Inspector's Findings:

The Winterhaven Area fleet appears to be well maintained. The AT has less than one year of State service, but his experience as a mechanic is obvious. His work space is clean and organized. His publications and records are also well organized. The Fleet Supervisor works closely with the AT. He is actively involved with the program and keeps the Commander informed. Overall, I was impressed with how well the AT and Fleet Supervisor worked together.

Commander's Response: ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 2 of 3

Command: Winterhaven	Division: Border	Chapter: Ch. 6; HPG 22.1
Inspected by: Sgt. Ted Morris		Date: 09/25/2009

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)



**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 3 of 3

Command: Winterhaven	Division: Border	Chapter: Ch. 6; HPG 22.1
Inspected by: Sgt. Ted Morris		Date: 09/25/2009

Required Action
Corrective Action Plan/Timeline

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 10-5-09
	INSPECTOR'S SIGNATURE 	DATE 10/05/09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE	DATE

# AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA Winterhaven	DIVISION Border	NUMBER 620
EVALUATED BY Sgt. Ted Morris, 11734		DATE 09/25/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____ 	DATE 10-5-09

### 1. AREA ADMINISTRATION

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
------------------	-----------------------	-----------

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? The Fleet Supervisor, Sgt. S. Henry, for routine invoices.

b. What is the background experience of the Automotive Technician (AT)? AT Mark Brusco is a certified Ford mechanic.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☒ No

c. How much maintenance work is being done by the AT? The AT does all work possible (oil changes, tires, trans. service, belts/hoses) with the exception of warranty work.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Assistance to the Maintenance Worker

### 2. VEHICLE USE

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
------------------	-----------------------	-----------

a. How many "E" Class vehicles are assigned to the Area? 11 (Incl. Commander vehicle and one B/W for Sidewinder Scale personnel)

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours?

d. Who does the commander allow to ride in vehicles? Applicants, allied agencies, justice system, and media - with justification.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

### 3. SERVICE ARRANGEMENTS

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Alexander Ford in Yuma, AZ and Fisher Dodge in Yuma, AZ.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Closest dealerships and established working relationships.

(3) What are the hourly rates being charged? Approx. \$90/hour.

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☐ Yes ☒ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends? 75%

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Contract with local car wash including interior vacuum.

## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☒ Yes ☐ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? "B. O." Sheets are available for writing up defective equipment.

(1) Who is authorized to declare a vehicle unsafe for patrol? Officer, Supervisor, AT

(a) Who determines when a vehicle is safe after repair or checking of defects? AT

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? 1 year plus.

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

#### 4. MILEAGE MANAGEMENT

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Key board and briefing with designation of priority for vehicles needing mileage.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? Vehicle mileages are monitored and vehicles needing mileage briefed and identified on the key board.

c. How does the Area project run outs? The AT maintains a monitor board to track vehicle status. Projected run outs are identified to FOS 40-45 days in advance.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

(2) What has been the condition of vehicles returned to FOS? Vehicles are returned operationally ready.

(3) Are the right equipment options completed? ☒ Yes ☐ No

#### 5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Is there adequate space and comfort in the AT office? ☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current? ☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual? ☐ Yes ☒ No

b. Is the space for working on vehicles adequate? ☒ Yes ☐ No

(1) Is it clean and organized? ☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6? ☒ Yes ☐ No

(1) Is there an inventory? ☒ Yes ☐ No

(a) When was it last checked? ☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles? ☒ Yes ☐ No

(a) Are they clean and properly maintained? ☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present? ☒ Yes ☐ No

(c) Who has access to the tools? ☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks? ☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered? ☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair? ☒ Yes ☐ No

(1) Have replacements been planned and budgeted for? ☐ Yes ☒ No

f. Are there additional tools or items of equipment needed? ☒ Yes ☐ No

(1) Could the AT be more effective if they were available? ☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested? ☒ Yes ☐ No

#### 6. TIRES, PARTS AND SUPPLIES

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Is the space provided for parts and supplies adequate? ☒ Yes ☐ No

(1) If not, can more space be provided? ☐ Yes ☐ No

(2) Is the space neatly and logically organized? ☒ Yes ☐ No

(3) Is there adequate security? ☒ Yes ☐ No

(4) Who has access to the parts/supplies? AT, Maintenance Worker, Supervisors

(5) Are batteries stored in a dry location, off the cement floor? ☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required? ☒ Yes ☐ No

c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☒ Yes ☐ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? Locked in compressor room.

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☐ Yes ☒ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☐ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? Contracted with Filter Recycling Services, Contract #8C074003

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☐ Yes ☒ No

(2) Are either tires or batteries being traded to offset installation costs? ☒ Yes ☐ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☐ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? The AT and Fleet Supervisor conduct an independent audit, review, and reconciliation.

## 7. FUEL DISPENSING FACILITY

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? Voyager Card

(a) Is self-service or full-service used? Self service.

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	AT, Maintenance Worker, Supervisors	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	Card reader and Veeder Root for fuel, log for oil.	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	New dispenser installed / tested June 2009.	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	Approximately every 6 weeks.	
(2) At what level is it refilled?	2,000 gallons of a 12,000 gallon tank	
i. How does the Area secure the fuel pumps when they are not in use?	Card reader restricts access to card holders.	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			Excellent.
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			Fleet Supervisor
(3) How is the information used in Area's fleet administration?			Tracking fuel usage, parts inventories, and maintenance.
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage?

☒ Yes ☐ No

d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?

☒ Yes ☐ No

(1) Are hourly rates in line with prevailing rates?

☒ Yes ☐ No

(2) Does the AT refer to manuals for invoice cost information?

☐ Yes ☒ No

(3) Is work being done by vendors that should be done by the AT?

☐ Yes ☒ No

(4) Are there any warranty problems?

☐ Yes ☒ No

(a) If so, are they being resolved?

☐ Yes ☐ No

(5) Is the credit card being used in lieu of an invoice?

☐ Yes ☒ No

(6) Does the commander or his/her designee review and/or approve invoices?

☒ Yes ☐ No

(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? The Fleet Supervisor has approval authority for routine invoices. Invoices for work which is not routine are reviewed by the Commander.

e. Do invoices indicate parts are being supplied by the CHP?

☒ Yes ☐ No

(1) If parts are on invoices, does the vendor give a discount?

☒ Yes ☐ No

f. Are fleet operations bulletins maintained and accessible to the AT?

☒ Yes ☐ No**10. CONDITION OF THE FLEET**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?

☐ Yes ☒ No

(1) Have any unauthorized modifications been made on vehicles?

☐ Yes ☒ No**11. MOTORCYCLES**

EVALUATED

N/A

ACTION REQUIRED

CORRECTED

a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?

☐ Yes ☐ No

(1) Are the program objectives clearly understood by the commander and supervisors?

☐ Yes ☐ No

(2) Does the Area have an up-to-date SOP relating to motorcycle operations?

☐ Yes ☐ No

b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?

☐ Yes ☐ No

(1) Are motorcycles being used on beats with predominantly high speed problems?

☐ Yes ☐ No

(2) Are motorcycles used for special duty officer transportation?

☐ Yes ☐ No

(3) Are motorcycles parked at the Area office during vacations and extended days off?

☐ Yes ☐ No

c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?

☐ Yes ☐ No

(1) What system is in place to verify understanding and compliance?

(2) Are Bulletins discussed with riders?

☐ Yes ☐ No

d. What type of active safety program does the Area have?

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program? ☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs? ☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training? ☐ Yes ☐ No

(a) Are mandatory exercises being conducted? ☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented? ☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory? ☐ Yes ☐ No

(2) Is the repair person proficient? ☐ Yes ☐ No

(3) Is service available on weekends? ☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service? ☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition? ☐ Yes ☐ No

(6) Are any repairs being done by riders? ☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time? ☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section? ☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles? ☐ Yes ☐ No

(1) Is safety compromised? ☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited? ☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings? ☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism? ☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area? ☐ Yes ☐ No

(a) Has it been inspected and approved? ☐ Yes ☐ No

(b) Are records of the approval on file? ☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements? ☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations? ☐ Yes ☐ No

(2) Is there ample supply available? ☐ Yes ☐ No

(3) Are spare tires available? ☐ Yes ☐ No

(4) Is a battery charger available? ☐ Yes ☐ No

(5) Is there security and an accurate inventory kept?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles?		
(1) Is it satisfactory and cost effective?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is repair work verified?		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is a supervisor's permission required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs?		
(6) Does the Area have a motorcycle trailer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How often is it used?		
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service up-do-date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**SUMMARY**

The Winterhaven Area fleet appears to be well maintained. The AT has less than one year of State service, but his experience as a mechanic is obvious. His work space is clean and organized. His publications and records are also well organized. The Fleet Supervisor works closely with the AT. He is actively involved with the program and keeps the Commander informed. Overall, I was impressed with how well the AT and Fleet Supervisor worked together.

Of note in this inspection: The Area assigns patrol cars to officers. The "Car Commander" is responsible for completing a CHP 33E, Vehicle Inspection Checklist, monthly. This not only provides for a monthly check of the vehicle, but also provides accountability for care and cleanliness of the vehicle.

Specific Item Comments and clarifications are on the attached 2 pages.

ITEM COMMENTS

- 2.a. The Area also maintains an unmarked Dodge Dakota pickup truck for service and a MRE truck.
- 2.b. Access to the AT office for tools / supplies for minor maintenance is controlled by the on-duty supervisor.
- 3.a.(4) / (5) Area has an established working relationship with the dealers. The dealers are used primarily for warranty work.
- 3.c.(5) Maintenance Worker does car washing to supplement contracted car washes.
- 5.a.(2) The AT does not have a Flat Rate Manual.
- 5.c.(1)(a) The last tool inventory was checked on 07/31/2009
- 5.c.(2)(c) Access to tools is limited to the AT, Maintenance Worker, and supervisors.
- 5.f The AT feels he could be more productive with a transmission jack, coil spring compressor, and updated diagnostic equipment. He has been told the diagnostic equipment would be too expensive.
- 6.e.(4) Supervisors also have access.
- 6.f.(1) Recent training conducted at Border Division included information regarding disposition of used rotors. No system is yet in place for disposal.
- 6.f.(2) Battery replacement is handled by dealer, with exchange included.
- 7.b.(6) There is no lighting under the fuel island canopy. There are pole mounted lights in the vicinity which provide illumination.
- 7.e. The tank was last tested June 2009 when major system upgrade was performed.
- 7.f.(2) The Veeder Root takes automatic daily readings at midnight. With refueling vehicles, the differences would routinely exceed 2 - 3 gallons. The AT monitors the overall usage and it is accurate.
- 7.b.(8)(a). The AT does not wearing a mask when servicing brakes.
- 9.c. Area uses a local form instead of the CHP 424. Fleet Operations Section has approved the local form format.

CHP 453F Supplemental

Winterhaven Fleet Management Inspection by Sgt. T. Morris, 09/25/09

9.d. (1) / (2) / (3). Most work done by vendors is warranty work. The remaining vendor work is when the AT work load is excessive. The AT does not have a Flat Rate guide to compare rates.

9.d.(5) The credit card is used for the purchase of oil since there is not vendor contract for supply.

10.a. Two vehicles were inspected using a CHP 33E, one with low mileage and one in excess of 100,000 miles. The high mileage vehicle appeared to be well maintained. While it had the expected wear of such items as the carpeting and interior door panel, the engine compartment was cleaner than I would expect for the high mileage. The engine and transmission fluids appeared recently changed.

# VEHICLE INSPECTION CHECKLIST

CHP 33E (Rev. 9-05) OPI 074

				AREA Winterhaven		LOCATION CODE 620	
DATE 9/25/2009	VEHICLE NO. 9056	MILEAGE 001,914	YEAR 2009	MAKE Ford	MODEL Crown Victoria		
<b>UNDER HOOD (Check if satisfactory)</b>				<b>TRUNK (Check if satisfactory)</b>			
<input checked="" type="checkbox"/> General cleanliness <input checked="" type="checkbox"/> Battery water level/test indicator eye <input checked="" type="checkbox"/> Coolant level in recovery tank <input checked="" type="checkbox"/> Engine oil level <input checked="" type="checkbox"/> Power steering fluid level <input checked="" type="checkbox"/> Transmission fluid level <input checked="" type="checkbox"/> Brake fluid level <input checked="" type="checkbox"/> Battery cables and hold down		<input checked="" type="checkbox"/> Water level in windshield washer <input checked="" type="checkbox"/> Drive belts <input checked="" type="checkbox"/> Radiator hoses <input checked="" type="checkbox"/> Excessive bug deposits in radiator <input checked="" type="checkbox"/> Air filter element <input type="checkbox"/> Under hood light <input type="checkbox"/> Other discrepancies		<input checked="" type="checkbox"/> General cleanliness <input type="checkbox"/> Condition of tire chains <input checked="" type="checkbox"/> Jumper cables <input checked="" type="checkbox"/> Prybar <input checked="" type="checkbox"/> Contents of first aid kit <input checked="" type="checkbox"/> Fire extinguisher <input checked="" type="checkbox"/> Spare tire condition <input type="checkbox"/> Trunk light		<input checked="" type="checkbox"/> Fuses, safety cones <input checked="" type="checkbox"/> Plastic blanket <input checked="" type="checkbox"/> Jack and lug wrench <input checked="" type="checkbox"/> Hand cleaner/towels <input checked="" type="checkbox"/> Trunk Pack or wooden box <input checked="" type="checkbox"/> Water jug(s) <input checked="" type="checkbox"/> Animal snare <input type="checkbox"/> Spare tire mounting	
<b>INTERIOR (Check if satisfactory)</b>				<b>EXTERIOR (Check if satisfactory)</b>			
<input checked="" type="checkbox"/> General cleanliness <input checked="" type="checkbox"/> CHP 33 book <input checked="" type="checkbox"/> Credit card <input checked="" type="checkbox"/> Glove compartment content, maps, etc. <input checked="" type="checkbox"/> Gun locks <input checked="" type="checkbox"/> Floor mats <input checked="" type="checkbox"/> Map and dome light		<input checked="" type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Door panels <input checked="" type="checkbox"/> Seat belts <input checked="" type="checkbox"/> Glass <input checked="" type="checkbox"/> Condition of pedals <input checked="" type="checkbox"/> Window operation <input checked="" type="checkbox"/> Door lock operation		<input checked="" type="checkbox"/> General cleanliness <input checked="" type="checkbox"/> Condition of paint <input checked="" type="checkbox"/> Decals <input checked="" type="checkbox"/> Evidence of damage <input checked="" type="checkbox"/> Windows <input checked="" type="checkbox"/> Headlamps <input checked="" type="checkbox"/> Taillights <input checked="" type="checkbox"/> Spotlights		<input checked="" type="checkbox"/> Turn signal <input checked="" type="checkbox"/> Wipers <input checked="" type="checkbox"/> Mirrors <input checked="" type="checkbox"/> Siren/PA operation <input checked="" type="checkbox"/> Push bumper and pads <input checked="" type="checkbox"/> Condition of air deflector <input checked="" type="checkbox"/> Brake lights <input checked="" type="checkbox"/> Emergency lights/wig wag (operation and visibility)	
<b>TEST DRIVE (Check if satisfactory)</b>				<b>TIRES</b>		<b>SUSPENSION (Check if satisfactory)</b>	
<input type="checkbox"/> Starting <input type="checkbox"/> General handling qualities <input type="checkbox"/> Body tightness <input type="checkbox"/> Shifting of transmission <input type="checkbox"/> Brakes <input type="checkbox"/> Engine idle <input type="checkbox"/> Steering vibration		<input type="checkbox"/> Horn <input type="checkbox"/> Engine response <input type="checkbox"/> A/C Heater <input type="checkbox"/> Park brake operation <input type="checkbox"/> Power seat operation <input type="checkbox"/> Operation of all mirrors <input type="checkbox"/> Speedometer operation		<b>Tread Depth</b> L/F _____ /32 R/F _____ /32 R/R _____ /32 L/R _____ /32 Spare _____ /32 <input type="checkbox"/> Matched brand		<b>Air Pressure</b> _____ PSI _____ PSI _____ PSI _____ PSI _____ PSI	
						<input type="checkbox"/> Suspension Components <input type="checkbox"/> Wheel Alignment	

COMMENTS

Vehicle had thin clear plastic floor mat.

RECOMMENDATIONS

INSPECTED BY <i>T. Morris SGT 11734</i>	SIGNATURE 	DATE 09/25/09
--------------------------------------------	---------------------------------------------------------------------------------------------------	------------------

# VEHICLE INSPECTION CHECKLIST


CHP 33E (Rev. 9-05) OPI 074

				AREA Winterhaven		LOCATION CODE 620	
DATE 9/25/2009	VEHICLE NO. 8123	MILEAGE 103,866	YEAR 2007	MAKE Ford	MODEL Crown Victoria		
<b>UNDER HOOD (Check if satisfactory)</b>				<b>TRUNK (Check if satisfactory)</b>			
<input checked="" type="checkbox"/> General cleanliness		<input checked="" type="checkbox"/> Water level in windshield washer		<input checked="" type="checkbox"/> General cleanliness		<input checked="" type="checkbox"/> Fusees, safety cones	
<input type="checkbox"/> Battery water level/test indicator eye		<input checked="" type="checkbox"/> Drive belts		<input type="checkbox"/> Condition of tire chains		<input checked="" type="checkbox"/> Plastic blanket	
<input checked="" type="checkbox"/> Coolant level in recovery tank		<input checked="" type="checkbox"/> Radiator hoses		<input checked="" type="checkbox"/> Jumper cables		<input checked="" type="checkbox"/> Jack and lug wrench	
<input checked="" type="checkbox"/> Engine oil level		<input checked="" type="checkbox"/> Excessive bug deposits in radiator		<input checked="" type="checkbox"/> Prybar		<input checked="" type="checkbox"/> Hand cleaner/towels	
<input checked="" type="checkbox"/> Power steering fluid level		<input checked="" type="checkbox"/> Air filter element		<input checked="" type="checkbox"/> Contents of first aid kit		<input checked="" type="checkbox"/> Trunk Pack or wooden box	
<input checked="" type="checkbox"/> Transmission fluid level		<input type="checkbox"/> Under hood light		<input checked="" type="checkbox"/> Fire extinguisher		<input checked="" type="checkbox"/> Water jug(s)	
<input checked="" type="checkbox"/> Brake fluid level		<input type="checkbox"/> Other discrepancies		<input checked="" type="checkbox"/> Spare tire condition		<input checked="" type="checkbox"/> Animal snare	
<input checked="" type="checkbox"/> Battery cables and hold down				<input type="checkbox"/> Trunk light		<input type="checkbox"/> Spare tire mounting	
<b>INTERIOR (Check if satisfactory)</b>				<b>EXTERIOR (Check if satisfactory)</b>			
<input checked="" type="checkbox"/> General cleanliness		<input type="checkbox"/> Upholstery		<input checked="" type="checkbox"/> General cleanliness		<input checked="" type="checkbox"/> Turn signal	
<input checked="" type="checkbox"/> CHP 33 book		<input checked="" type="checkbox"/> Door panels		<input checked="" type="checkbox"/> Condition of paint		<input checked="" type="checkbox"/> Wipers	
<input checked="" type="checkbox"/> Credit card		<input checked="" type="checkbox"/> Seat belts		<input checked="" type="checkbox"/> Decals		<input checked="" type="checkbox"/> Mirrors	
<input checked="" type="checkbox"/> Glove compartment content, maps, etc.		<input checked="" type="checkbox"/> Glass		<input checked="" type="checkbox"/> Evidence of damage		<input checked="" type="checkbox"/> Siren/PA operation	
<input checked="" type="checkbox"/> Gun locks		<input checked="" type="checkbox"/> Condition of pedals		<input checked="" type="checkbox"/> Windows		<input checked="" type="checkbox"/> Push bumper and pads	
<input type="checkbox"/> Floor mats		<input checked="" type="checkbox"/> Window operation		<input checked="" type="checkbox"/> Headlamps		<input checked="" type="checkbox"/> Condition of air deflector	
<input checked="" type="checkbox"/> Map and dome light		<input checked="" type="checkbox"/> Door lock operation		<input checked="" type="checkbox"/> Taillights		<input checked="" type="checkbox"/> Brake lights	
				<input checked="" type="checkbox"/> Spotlights		<input checked="" type="checkbox"/> Emergency lights/wig wag (operation and visibility)	
<b>TEST DRIVE (Check if satisfactory)</b>				<b>TIRES</b>		<b>SUSPENSION (Check if satisfactory)</b>	
<input type="checkbox"/> Starting		<input type="checkbox"/> Horn		<b>Tread Depth</b>		<input type="checkbox"/> Suspension	
<input type="checkbox"/> General handling qualities		<input type="checkbox"/> Engine response		L/F _____/32 _____ PSI		<input type="checkbox"/> Components	
<input type="checkbox"/> Body tightness		<input type="checkbox"/> A/C Heater		R/F _____/32 _____ PSI		<input type="checkbox"/> Wheel	
<input type="checkbox"/> Shifting of transmission		<input type="checkbox"/> Park brake operation		R/R _____/32 _____ PSI		<input type="checkbox"/> Alignment	
<input type="checkbox"/> Brakes		<input type="checkbox"/> Power seat operation		L/R _____/32 _____ PSI			
<input type="checkbox"/> Engine idle		<input type="checkbox"/> Operation of all mirrors		Spare _____/32 _____ PSI			
<input type="checkbox"/> Steering vibration		<input type="checkbox"/> Speedometer operation		<input type="checkbox"/> Matched brand			

COMMENTS

Original Motorcraft battery. Test indicator eye red. Vehicle starts and runs.  
Interior in overall fair condition  
No floor mat on driver's side. Carpet worn below accelerator pedal.  
Driver seat stained.  
Interior door panel scuffed.

RECOMMENDATIONS

INSPECTED BY <i>J. MORRIS SGT 11734</i>	SIGNATURE 	DATE <i>09/25/09</i>
--------------------------------------------	---------------------------------------------------------------------------------------------------	-------------------------

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**

**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA Westminster	DIVISION Border	NUMBER 670
EVALUATED BY Sgt. S. Doumas, #11027		DATE 09/08/2009

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW DATE

**1. AREA ADMINISTRATION**

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
------------------	-----------------------	-----------

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes    ☐ No

(1) Is the Area commander involved and informed? ☒ Yes    ☐ No

(a) Does he/she monitor invoices? ☒ Yes    ☐ No

(2) Who is authorized to approve invoices? The Administrative Sergeant conducts the initial review and the final review/approval is conducted by the Captain or Lieutenant.

b. What is the background experience of the Automotive Technician (AT)? The AT has 24 years of service in his current position with the CHP. Prior to his employment he obtained college degrees/certificates for automotive and electronic repairs.

(1) Are sufficient instructions and training provided? ☒ Yes    ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes    ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes    ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes    ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes    ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes    ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes    ☐ No

c. How much maintenance work is being done by the AT? The AT performs approximately 90% of all scheduled maintenance, with 10% being conducted by vendors under warranty coverages.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes    ☐ No

(a) If these duties are not being performed, why not? N/A

d. What other duties or responsibilities are placed on the AT? The Westminster Area does not have a custodian or maintenance worker assigned to the office and the AT performs some collateral duties for facility upkeep.

**2. VEHICLE USE**

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
------------------	-----------------------	-----------

a. How many "E" Class vehicles are assigned to the Area? 21



(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? N/A

d. Who does the commander allow to ride in vehicles? Cadet Applicants; Allied Agency; CHP PSD; Media

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

### 3. SERVICE ARRANGEMENTS

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Ford and Lincoln dealers for all warranty work and local small business (M & N Auto Shop) for miscellaneous/non-warranty issues.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? The AT inspects the vendors' facilities, checks on mechanics qualifications, type of services available and job/task pricing.

(3) What are the hourly rates being charged? \$65.00

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? N/A ☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends? 50%

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? N/A ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Interiors are cleaned as needed by the assigned vendors during regular service.

## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Documentation is completed on the CHP 33 assigned to the vehicle and on an Area generated "B.O. Sheet", located at the patrol vehicle key board.

(1) Who is authorized to declare a vehicle unsafe for patrol? All operators of a patrol car, AT and supervisors/managers.

(a) Who determines when a vehicle is safe after repair or checking of defects? AT

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? One year

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

#### 4. MILEAGE MANAGEMENT

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? N/A ☐ Yes ☒ No

b. How are adjustments to mileage accomplished? N/A

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? There is no impact on mileage averaging, as the vehicles are rotated through all shifts.

c. How does the Area project run outs? The AT monitors each vehicles' mileage and at 95,000 miles will initiate the required paperwork to FOS.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**

**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) What has been the condition of vehicles returned to FOS? Fair to Good

(3) Are the right equipment options completed?

☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

CHECKED QUARTERLY

☐ Yes ☒ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

AT AND SUPERVISORS

☐ Yes ☒ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

N/A

☐ Yes ☒ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

N/A

☐ Yes ☒ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

N/A

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

N/A

☐ Yes ☒ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED  
Yes

ACTION REQUIRED  
Yes

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

N/A

☐ Yes ☒ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? The AT and supervisors

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

Destroy Previous Editions

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**

**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☐ Yes ☒ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? The tires are located on racks inside the AT storage room (locked).

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☒ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☒ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? State contracted recycling vendors

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☐ Yes ☒ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☐ Yes ☒ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? The Administrative Sergeant or his/her designee

**7. FUEL DISPENSING FACILITY**

EVALUATED

Yes

ACTION REQUIRED

Yes

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?

☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? Personnel will utilize the issued fuel card (Voyager).

(a) Is self-service or full-service used? Self service

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?

☒ Yes ☐ No

b. Is the fuel island clean and neat?

☒ Yes ☐ No

(1) Does it need repair or painting?

☐ Yes ☒ No

(2) Are fuel, water and air hoses in good repair?

☒ Yes ☐ No

(3) Is the break-away coupler installed?

☒ Yes ☐ No

(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?

☒ Yes ☐ No

(5) Is there a clean oil storage rack?

☐ Yes ☒ No

(6) Is the lighting adequate?

☒ Yes ☐ No

(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?

☒ Yes ☐ No

(8) Have problems been reported to Facilities Section?

☒ Yes ☐ No

c. Is there an adequate amount of supplies available to officers?

☒ Yes ☐ No

d. Who fuels the vehicles? The operators of the vehicle

(1) Are fluids and tires checked during fueling?

☒ Yes ☐ No

e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?

☒ Yes ☐ No

(1) Are pump meters and the storage tank properly safeguarded?

☒ Yes ☐ No

(2) Who has access to the keys to lock the meters and the storage tank? The AT and Administrative Sergeant

(3) Is gasoline measured before and after deliveries?

☒ Yes ☐ No

f. What method is used to log fuel and oil used in individual vehicles? The CHP 33 assigned to the vehicle and an Area generated log is maintained at the fuel island.

(1) Are records maintained as required?

☒ Yes ☐ No

(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A

g. Does the physical inventory reasonably balance with the metered inventory each month?

☒ Yes ☐ No

(1) When was the pump meter last checked for accuracy? Facilities Section has not performed this task and does not have it as a required action item.

h. Is there a contract for fuel?

☒ Yes ☐ No

(1) How often is the fuel supply replenished? Approximately every 5 to 6 weeks.

(2) At what level is it refilled? The storage tank limit is 12,000 gallons and it is normally refilled at the 8,500 gallon level.

i. How does the Area secure the fuel pumps when they are not in use? Padlocks

(1) Is the system adequate?

☒ Yes ☐ No

(2) Is it utilized by all personnel?

☒ Yes ☐ No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			No reported injuries for the year.
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? AT and the Administrative Sergeant			
(3) How is the information used in Area's fleet administration?			The information provides required guidelines to effectively manage fleet operations.
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Destroy Previous Editions

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	N/A <del><input type="checkbox"/> Yes <input type="checkbox"/> No</del>	
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? All purchases are within threshold limits and invoices are stamped, with written information provided by the person approving the invoice.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED Yes	ACTION REQUIRED No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED Yes	ACTION REQUIRED Yes
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance? Motorcycle supervisor reviews with assigned riders and monitors for continued compliance.		
(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have? Due to the limited number of assigned motorcycles and no available CMTO, the riding officers participate in quarterly training with the CHP Santa Ana Area.		

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program? ☒ Yes ☐ No

(2) Is there a sufficient number of CMTOs? ☐ Yes ☒ No

(3) What is the Area's safety record? No reported incidents for the year.

(a) How does it compare with Division and statewide rates? The Area has an excellent rating with no reported incidents.

(4) Does the Area conduct quarterly motorcycle training? ☒ Yes ☐ No

(a) Are mandatory exercises being conducted? ☒ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented? ☒ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop? Office

(1) Are the arrangements satisfactory? ☒ Yes ☐ No

(2) Is the repair person proficient? ☒ Yes ☐ No

(3) Is service available on weekends? ☐ Yes ☒ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service? ☐ Yes ☒ No

(5) Are any motorcycles being operated with radios in a defective condition? ☐ Yes ☒ No

(6) Are any repairs being done by riders? ☐ Yes ☒ No

(7) Does the Area swap radios with idle units to reduce down time? ☒ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section? ☒ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles? ☒ Yes ☐ No

(1) Is safety compromised? ☐ Yes ☒ No

(2) Are units parked near an entrance causing foot traffic to be inhibited? ☐ Yes ☒ No

(3) Are preventative measures in place to avoid problems caused by oil drippings? ☒ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism? ☐ Yes ☒ No

(5) When garaged at home, is the motorcycle in a covered, secured area? ☒ Yes ☐ No

(a) Has it been inspected and approved? ☒ Yes ☐ No

(b) Are records of the approval on file? ☒ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements? ☒ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations? ☒ Yes ☐ No

(2) Is there ample supply available? ☒ Yes ☐ No

(3) Are spare tires available? ☐ Yes ☒ No

(4) Is a battery charger available? ☒ Yes ☐ No



**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?

☒ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles? All motorcycle repairs are conducted by an authorized vendor.

(1) Is it satisfactory and cost effective?

☒ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☒ Yes ☐ No

(3) How is repair work verified? By repair work orders and invoice.

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☒ No

(a) Is a supervisor's permission required?

☒ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☒ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs? The Area has an assigned motorcycle trailer or by tow truck.

(6) Does the Area have a motorcycle trailer?

☒ Yes ☐ No

(a) How often is it used? Approximately six times a year.

(b) If one is not available, has Area budgeted for one?

N/A

☐ Yes ☒ No

j. Are vehicle files logically kept and up-to-date?

☒ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☒ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☒ Yes ☐ No

(3) Is service up-do-date?

☒ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☒ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☒ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☒ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☒ Yes ☐ No

**COMMAND INSPECTION PROGRAM  
EXCEPTIONS DOCUMENT**

Command: <b>Westminster</b>	Division: <b>Border</b>	Chapter: <b>Fleet</b>
Inspected by: <b>Sgt. S. Doumas, 11027</b>		Date: <b>9/8/2009</b>

Page 1 of 2

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level  <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:  <b>3.0 hours</b>	X Corrective Action Plan Included  <input type="checkbox"/> Attachments Included
Follow-up Required:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to:  Due Date:		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

N/A

Command Suggestions for Statewide Improvement:

Inspector's Findings:

1.d. – The Westminster Area does not have a custodian or maintenance worker assigned to the office. As such, the AT is required to perform collateral duties for these positions and it sometimes hinders his ability to manage all fleet issues.

6.g. – The AT did not have any of the required Material Safety Data Sheets (MSDS) posted as required.

7.b.(5) – The oil containers were stored on the gas pump island in a cardboard box and not in a protective container or rack.

8.b.(6) – The bench grinder was not firmly affixed to a work station/bench and was located on the floor and is moved to different locations as needed.

11.d.(2) – Currently, the Area does not have any CMTO's assigned and/or trained.

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 2 of 2

Command: Westminster	Division: Border	Chapter: Fleet
Inspected by: Sgt. S. Dumas, 11027		Date: 9/8/2009

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

**Required Action**

**Corrective Action Plan/Timeline**

- 1.d. – The Westminster Area should obtained approval for the hiring of a maintenance worker to cover the necessary duties of that position and to assist the AT with fleet operations as needed.
- 6.g. – The required Material Safety Data Sheets (MSDS) need to be posted for safety reasons.
- 7.b.(5) – The oil containers were stored on the gas pump island in a cardboard box and should be kept in a protective container or rack.
- 8.b.(6) – The bench grinder needs to be firmly affixed to a work station/bench for safety reasons.
- 11.d.(2) – The Westminster Area should have a trained CMTO, when staffing permits.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 9-29-09
	INSPECTOR'S SIGNATURE 	DATE 9/8/2009
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 09/25/09

AREA	DIVISION	NUMBER
Otay Mesa I. F.	Border	646
EVALUATED BY	DATE	
G. Brents <i>G. Brents</i>	8/27/2009	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION		SUSPENSE DATE	
<input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation			
FOLLOW-UP REQUIRED		COMMANDER'S REVIEW	DATE
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
BY _____			

### 1. AREA ADMINISTRATION

EVALUATED	ACTION REQUIRED	CORRECTED
8/27/2009	None	N/A

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☐ Yes ☒ No

(2) Who is authorized to approve invoices? Invoices are approved and processed by the San Diego Area.

b. What is the background experience of the Automotive Technician (AT)? N/A, Otay Mesa I.F. does not have an automotive technician assigned to the facility.

(1) Are sufficient instructions and training provided? *N/A* ☐ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☐ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☐ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☐ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☐ No

c. How much maintenance work is being done by the AT?

(1) Is he/she qualified to perform maintenance and minor repairs? ☐ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT?

### 2. VEHICLE USE

EVALUATED	ACTION REQUIRED	CORRECTED
8/27/2009	None	N/A

a. How many "E" Class vehicles are assigned to the Area? (2) One commander's vehicle and one federally funded vehicle.

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☐ Yes ☒ No

c. What is the justification for any vehicle kept at employees homes after duty hours? After hours emergency response as established by HPM 31.1.

d. Who does the commander allow to ride in vehicles? CHP employees, the public as determined by GO 100.42.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

### 3. SERVICE ARRANGEMENTS

EVALUATED  
8/27/2009

ACTION REQUIRED  
None

CORRECTED  
N/A

a. What vendors are being used for servicing or repairing vehicles? Since San Diego Area performs all repairs and maintenance of the facility's vehicles this section will be deferred to the audit conducted for the San Diego Area.

(1) Are they authorized dealers? *N/A* ☐ Yes ☐ No

(2) What process was used in selecting a service vendor?

(3) What are the hourly rates being charged?

(a) Are discounts given on parts? ☐ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☐ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☐ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☐ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles? ☐ Yes ☐ No

(1) How are interiors cleaned?

- (2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No
- (a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No
- (3) Is there more than one car wash facility available? ☒ Yes ☐ No
- (4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No
- (5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No
- (6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Defects are reported to the on-duty supervisor and logged into the CHP 33 book.

- (1) Who is authorized to declare a vehicle unsafe for patrol? With the concurrence of the supervisor a vehicle will be placed out of service and arrangements made with the San Diego Area automotive technician for assessment and repair.
- (a) Who determines when a vehicle is safe after repair or checking of defects? San Diego Area automotive technician
- (b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No
- (c) Is this system effective? ☒ Yes ☐ No
- (d) How long are records kept? San Diego Area retains these files.
- (e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

#### 4. MILEAGE MANAGEMENT

EVALUATED  
8/27/2009

ACTION REQUIRED  
None

CORRECTED  
N/A

- a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☐ Yes ☐ No
- (1) Are vehicles run out in the same order they are received? ☐ Yes ☐ No *N/A*
- (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☐ Yes ☐ No
- (a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No
- b. How are adjustments to mileage accomplished?

- (1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☐ Yes ☐ No
- (2) Does the AT understand what is required? ☐ Yes ☐ No
- (3) Does the Area have a "personalized vehicle assignment" program? ☐ Yes ☐ No
- (a) If so, how does it effect mileage averaging?

c. How does the Area project run outs?

- (1) Is FOS provided 30-45 days advance notice? ☐ Yes ☐ No

(2) What has been the condition of vehicles returned to FOS?

N/A

(3) Are the right equipment options completed?

☐ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED  
8/27/2009

ACTION REQUIRED  
None

CORRECTED  
N/A

a. Is there adequate space and comfort in the AT office?

☐ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☐ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☐ Yes ☐ No

b. Is the space for working on vehicles adequate?

☐ Yes ☐ No

(1) Is it clean and organized?

☐ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☐ Yes ☐ No

(1) Is there an inventory?

☐ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☐ Yes ☐ No

(a) Are they clean and properly maintained?

☐ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☐ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☐ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☐ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☐ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED  
8/27/2009

ACTION REQUIRED  
None

CORRECTED  
N/A

a. Is the space provided for parts and supplies adequate?

☐ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☐ Yes ☐ No

(3) Is there adequate security?

☐ Yes ☐ No

(4) Who has access to the parts/supplies?

(5) Are batteries stored in a dry location, off the cement floor?

☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☐ Yes ☐ No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked?

N/A

☐ Yes ☐ No

(1) Are there obsolete parts on hand?

☐ Yes ☐ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?

☐ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for?

☐ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?

☐ Yes ☐ No

(2) Are proper guidelines in place for record keeping?

☐ Yes ☐ No

(a) Are records reviewed by management?

☐ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse?

☐ Yes ☐ No

(a) How are tires stored?

(4) Is access to the tires restricted to the AT and his/her assistant or backup?

☐ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires?

☐ Yes ☐ No

(6) Does it appear tires are being replaced prematurely?

☐ Yes ☐ No

(7) Are adequate records maintained for used tires?

☐ Yes ☐ No

(a) Is the disposition of used tires within policy?

☐ Yes ☐ No

f. How are old tires/batteries disposed of?

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?

☐ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs?

☐ Yes ☐ No

(3) Are the provisions of any tire or battery disposal contract being met?

☐ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required?

☐ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked?

☐ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted?

☐ Yes ☐ No

(1) Who conducted the count?

**7. FUEL DISPENSING FACILITY**

EVALUATED  
8/27/2009

ACTION REQUIRED  
None

CORRECTED  
N/A

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?

☐ Yes ☒ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? Otay Mesa I.F. does not have a fuel dispensing facility, and due to the physical location to/from the nearest CHP Area, officers use local gas stations.

(a) Is self-service or full-service used? Self-serve.



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?			
(1) Are fluids and tires checked during fueling?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?			
(3) Is gasoline measured before and after deliveries?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?			
(1) Are records maintained as required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?			
g. Does the physical inventory reasonably balance with the metered inventory each month?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?			
h. Is there a contract for fuel?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?			
(2) At what level is it refilled?			
i. How does the Area secure the fuel pumps when they are not in use?			
(1) Is the system adequate?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**8. SAFETY**

EVALUATED  
8/27/2009

ACTION REQUIRED  
None

CORRECTED  
N/A

a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?

☒ Yes ☐ No

(1) Are the AT's work areas inspected?

N/A

☐ Yes ☐ No

b. Are there possible unsafe conditions within the AT's work areas?

☐ Yes ☐ No

(1) Is the shop floor clean and free of any spills?

☐ Yes ☐ No

(2) Are electrical cords or hoses posing a hazard?

☐ Yes ☐ No

(3) Are fire extinguishers charged, inspected and of the proper type?

☐ Yes ☐ No

(4) Are any batteries leaking or stored improperly?

☐ Yes ☐ No

(5) Are there loose items on the floor?

☐ Yes ☐ No

(6) Is the bench grinder firmly affixed, and are there safety glasses available?

☐ Yes ☐ No

(a) Are they worn by the AT?

☐ Yes ☐ No

(7) Is the battery charger in a safe place?

☐ Yes ☐ No

(8) Are masks available for AT's to wear when servicing brakes?

☐ Yes ☐ No

(a) If yes, are they worn?

☐ Yes ☐ No

(9) Are jack stands properly utilized?

☐ Yes ☐ No

c. What is the Area occupational safety record as it relates to fleet management? No injuries recorded.

(1) Have any injuries been prevented with an improved safety awareness program?

☐ Yes ☐ No

**9. VEHICLE RECORDS AND MAINTENANCE**

EVALUATED  
8/27/2009

ACTION REQUIRED  
None

CORRECTED  
N/A

a. Are fleet records logically filed?

N/A

☐ Yes ☐ No

(1) Are they conveniently located and available to the AT and supervisor?

☐ Yes ☐ No

(2) Do files contain all required documents?

☐ Yes ☐ No

(a) If documents are not in files, where are they located?

b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?

☐ Yes ☐ No

(1) Are documents legible and complete?

☐ Yes ☐ No

(2) Who reviews the FF reports?

(3) How is the information used in Area's fleet administration?

c. Is the CHP 424 current?

☐ Yes ☐ No

(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?

☐ Yes ☐ No

(2) Have required services been done at the proper mileage?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are there any warranty problems?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are they being resolved?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?			
e. Do invoices indicate parts are being supplied by the CHP?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED 8/27/2009	ACTION REQUIRED None	CORRECTED N/A
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED 8/27/2009	ACTION REQUIRED None	CORRECTED N/A
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?			
(2) Are Bulletins discussed with riders?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?			

(1) Is there a Defensive Rider Program?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record?			
(a) How does it compare with Division and statewide rates?			
(4) Does the Area conduct quarterly motorcycle training?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?			
(1) Are the arrangements satisfactory?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Are any repairs being done by riders?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is a battery charger available?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

(5) Is there security and an accurate inventory kept?

N/A

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

The Otay Mesa Inspection Facility (I. F.) has two vehicles (one Commander's, and one federally funded) assigned to its facility. These vehicles are serviced and maintained by the San Diego Area automotive technician. Additionally Otay Mesa I. F. is normally provided one loaner black/white patrol vehicle from the San Diego Area. However, routine maintenance, inspections, and approval of invoices are completed by the San Diego Area command. Otay Mesa I. F. does not receive invoices for repairs or services for the commander's or federally funded vehicle since San Diego Area initiates services and repairs thru their vendors.

# **Area Management Evaluation Fleet Management**

## **Otay Mesa Inspection Facility (and Tecate Scales)**

### **1. AREA ADMINISTRATION**

The Otay Mesa Inspection Facility has two vehicles assigned to the command. One, the commander's vehicle and one, federally funded commercial vehicle. Additionally, the San Diego Area loans the facility one black/white enforcement vehicle for commercial enforcement. San Diego Area automotive technician performs all maintenance, repairs, and approves, processes all invoices.

### **2. VEHICLE USE**

- c. Otay Mesa has only one vehicle (commander's vehicle) that falls under the guidelines established in HPM 31.1. The commander responds to emergency calls outside of scheduled work hours.
- d. Although Otay Mesa did not have any requests for ride-alongs from the public in 2008, they have in past years. All ride-alongs are approved as permitted by policy in G.O. 100.42.

### **3. SERVICE ARRANGEMENTS**

- a. Since San Diego Area performs all repairs and maintenance of the facility's vehicles, this section will be deferred to the audit conducted for the San Diego Area.
- c. Otay Mesa personnel routinely wash vehicles when refueling at local gas stations for a nominal fee.

### **4. MILEAGE MANAGEMENT**

- a. Otay Mesa supervision is involved in the assignment of available vehicles. With the limited number of vehicles and the extended travel from Otay Mesa to/from Tecate scales, equity mileage accumulation is not a factor.

### **5. AUTOMOTIVE WORK AREA/EQUIPMENT**

Not applicable.

### **6. TIRES, PARTS AND SUPPLIES**

Not applicable.

**7. FUEL DISPENSING FACILITY**

Not applicable.

**8. SAFETY**

Not applicable.

**9. VEHICLE RECORD AND MAINTENANCE**

Not applicable.

**10. CONDITION OF FLEET**

Not applicable.

**11. MOTORCYCLES**

Not applicable.



# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 1 of 2

Command: Otay Mesa I.F.	Division: Border	Chapter:6, FLEET MANAGEMENT
G. Brents		08/27/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to:		
Due Date:			
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

N/A

Command Suggestions for Statewide Improvement:

N/A

Inspector's Findings:

N/A

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

N/A

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)



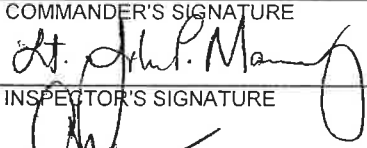
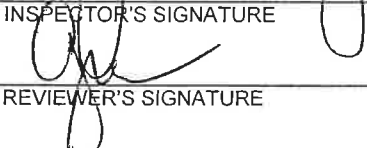
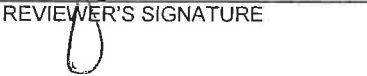
**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 2 of 2

Command: Otay Mesa I.F.	Division: Border	Chapter:6, FLEET MANAGEMENT
G. Brents		08/27/2009

Required Action
Corrective Action Plan/Timeline

N/A

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 8/27/09
G. Brents	INSPECTOR'S SIGNATURE 	DATE 09/09/09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE

# AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA El Cajon	DIVISION Border	NUMBER 6
EVALUATED BY Sergeant Matheson, #13791		DATE 03/25/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW <i>[Signature]</i> 3-26-09

### 1. AREA ADMINISTRATION

EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
------------------	-----------------------	------------------

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Administrative sergeant, lieutenants, and the commander.

b. What is the background experience of the Automotive Technician (AT)? Varied experience working in the automotive trade, car dealerships, automotive service centers, & service stations.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? The Area AT's perform approximately 75% of the fleet maintenance, excluding flush maintenance.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not? The AT's suggest the Area hire a full time maintenance worker to improve the program.

d. What other duties or responsibilities are placed on the AT? Building maintenance, janitor duties, 33E's, fleet focus, requisition parts/supplies, estimates, & scheduling services.

### 2. VEHICLE USE

EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
------------------	-----------------------	------------------

a. How many "E" Class vehicles are assigned to the Area? Forty-seven cars and seven motors.

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? The need to respond to emergencies during off-hours. This applies to the commander, motorcycle officers, canine officer, and resident post officers (STD 377's).

d. Who does the commander allow to ride in vehicles? Prospective cadets, media personnel, allied agencies, and judicial members.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

### 3. SERVICE ARRANGEMENTS

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

N/A

a. What vendors are being used for servicing or repairing vehicles? San Diego BMW, North County BMW, Drew Ford, Carl Burger Dodge, & All Star Glass.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Authorized dealers, type of maintenance that is needed, the time necessary to complete the repair, and the total cost of the job.

(3) What are the hourly rates being charged? \$65 to \$92 per hour.

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 65 - 75%

(2) Are there shortages of vehicles on Mondays? ☒ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☒ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Daily by the drivers and periodically during car wash visits.

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is excessive officer time used to wash vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is there more than one car wash facility available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are vehicles being excessively washed or detailed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does the Area have a maintenance worker or janitor wash cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is there any other program that can be of assistance in washing cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. How do officers report defective equipment? B/O vehicle log, B/O radio log, & B/O radar log, which are located at the patrol vehicle key board.		
(1) Who is authorized to declare a vehicle unsafe for patrol? Any CHP employee.		
(a) Who determines when a vehicle is safe after repair or checking of defects? The ASM or supervisor.		
(b) Does he/she sign off the report form and indicate what has been done?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is this system effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) How long are records kept? Three years.		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>4. MILEAGE MANAGEMENT</b>	EVALUATED Yes	ACTION REQUIRED No
		CORRECTED N/A
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are vehicles run out in the same order they are received?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If not, can adjustments be made to accomplish this?	<input type="checkbox"/> Yes	<input type="checkbox"/> No N/A
b. How are adjustments to mileage accomplished? Push cars are assigned at briefings to increase mileages on low mileage cars.		
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT understand what is required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have a "personalized vehicle assignment" program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, how does it effect mileage averaging? The Area strives to maintain equitable mileage accumulation on all vehicles and run out vehicles consistent with their in-service dates.		
c. How does the Area project run outs? The AT's project the vehicle run out date by averaging the vehicle mileage for the past six months and calculating an estimated future mileage accumulation.		
(1) Is FOS provided 30-45 days advance notice?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(2) What has been the condition of vehicles returned to FOS? Vehicles are returned in good condition, available for patrol use.

(3) Are the right equipment options completed?

☒ Yes ☐ No

#### 5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

N/A

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked? *JULY 2008*

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☒ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

#### 6. TIRES, PARTS AND SUPPLIES

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

N/A

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No *N/A*

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? *ASM's, salvage & VIN officers, janitor, supervisors, & management.*

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?	Gated area secured by a locking gate.	
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?	Tires: Three bids for sale or state contract vendor. Batteries: State contract vendor.	
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?	Sergeant Mark Crofton, #11255	

7. FUEL DISPENSING FACILITY	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	N/A
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) What procedures have been established for purchasing fuel from service stations in emergencies?	Voyager gas cards are located in CHP 33's.		
(a) Is self-service or full-service used?	Self-service only.		

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? ASM's, school bus coordinator, janitor, officers, supervisors, & managers.		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? Area management, sergeants, and AT's have access to the keys to the storage tank.		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? Daily fuel log filled out by the driver of the vehicle.		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? Reconciliation is completed at the end of the month using the fuel logs and comparing usage with the form 33's of all vehicles.		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? September 27, 2007		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? Averages once a month.		
(2) At what level is it refilled? 1500 gallons		
i. How does the Area secure the fuel pumps when they are not in use? Each filler nozzle has a keyed padlock to prevent unauthorized use		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	N/A
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?	Excellent. The last injury occurred on February 15, 2008. Prior to that, there were no reported injuries.		
(1) Have any injuries been prevented with an improved safety awareness program?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	N/A
a. Are fleet records logically filed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?	N/A		
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?	Auto Technicians & Administrative Sergeant Mark Crofton, #11255		
(3) How is the information used in Area's fleet administration?	Monitor run out projections, fleet costs, and mileage distribution.		
c. Is the CHP 424 current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Destroy Previous Editions



## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? The threshold limit is \$2500.00. All approvals are stamped and signed on the original invoice.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED Yes	ACTION REQUIRED No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED Yes	ACTION REQUIRED No
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance? Bulletins are discussed at quarterly motorcycle training days and also emailed to all motor riders.		
(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have? Biannual supervisor ride-alongs & periodic quarterly CMTO ride-alongs.		

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record? Safety record is excellent. The last preventable collision was in 2006.		
(a) How does it compare with Division and statewide rates? Our safety record is above average.		
(4) Does the Area conduct quarterly motorcycle training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop? Both locations and also through vendor: PVP communications		
(1) Are the arrangements satisfactory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>N/A</i>
g. Is there adequate space to park and/or store motorcycles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?		
(1) Do equipment and accessory times comply with departmental regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Is a battery charger available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles? Two motorcycle dealerships are available for service, San Diego BMW & North County BMW.		
(1) Is it satisfactory and cost effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is repair work verified? Verified by the motorcycle rider during pick-up and the invoice is reviewed by the motorcycle supervisor.		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) Is a supervisor's permission required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs? Transported via flatbed tow truck or motorcycle trailer.		
(6) Does the Area have a motorcycle trailer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How often is it used? Five to ten times a year.		
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>N/A</i>
j. Are vehicle files logically kept and up-to-date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service up-do-date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

*area file*

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Rainbow I.F.	Border	686
EVALUATED BY		DATE
Sgt. M.G. Brown, #11184		09/02/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW <i>[Signature]</i> 9-11-2009

**1. AREA ADMINISTRATION**

EVALUATED 09/02/09	ACTION REQUIRED No	CORRECTED
-----------------------	-----------------------	-----------

- a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes    ☐ No
- (1) Is the Area commander involved and informed? ☒ Yes    ☐ No
- (a) Does he/she monitor invoices? ☐ Yes    ☒ No
- (2) Who is authorized to approve invoices? See Attached

- b. What is the background experience of the Automotive Technician (AT)? N/A - See Attached.

- (1) Are sufficient instructions and training provided? ☐ Yes    ☐ No
- (2) Is he/she a qualified mechanic at journey person level? ☐ Yes    ☐ No
- (3) Does he/she attend training on new model vehicles? ☐ Yes    ☐ No
- (4) Does the AT have good rapport with Area personnel and vendors? ☐ Yes    ☐ No
- (5) Does the AT ensure vehicles are available at shift change? ☐ Yes    ☐ No
- (6) Does the AT periodically attend staff meetings? ☐ Yes    ☐ No
- (7) Does the AT have ideas/suggestions for improving the program? ☐ Yes    ☐ No

- c. How much maintenance work is being done by the AT?

- (1) Is he/she qualified to perform maintenance and minor repairs? ☐ Yes    ☐ No
- (a) If these duties are not being performed, why not?

- d. What other duties or responsibilities are placed on the AT?

**2. VEHICLE USE**

EVALUATED 09/02/09	ACTION REQUIRED No	CORRECTED
-----------------------	-----------------------	-----------

- a. How many "E" Class vehicles are assigned to the Area? See Attached

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? See Attached

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☐ Yes ☒ No

(a) Is there a supply of tools and minor equipment available? ☐ Yes ☒ No

c. What is the justification for any vehicle kept at employees homes after duty hours? See Attached

d. Who does the commander allow to ride in vehicles? See Attached

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☐ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☐ Yes ☐ No

**3. SERVICE ARRANGEMENTS**

EVALUATED  
No

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles?

(1) Are they authorized dealers? ☐ Yes ☐ No

(2) What process was used in selecting a service vendor?

(3) What are the hourly rates being charged?

(a) Are discounts given on parts? ☐ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☐ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☐ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☐ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles? ☐ Yes ☐ No

(1) How are interiors cleaned?

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical?

☐ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☐ No

(3) Is there more than one car wash facility available?

☐ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☐ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☐ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☐ No

d. How do officers report defective equipment?

(1) Who is authorized to declare a vehicle unsafe for patrol?

(a) Who determines when a vehicle is safe after repair or checking of defects?

(b) Does he/she sign off the report form and indicate what has been done?

☐ Yes ☐ No

(c) Is this system effective?

☐ Yes ☐ No

(d) How long are records kept?

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☐ Yes ☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

No

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☐ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☐ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☐ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished?

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☐ Yes ☐ No

(2) Does the AT understand what is required?

☐ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☐ Yes ☐ No

(a) If so, how does it effect mileage averaging?

c. How does the Area project run outs?

(1) Is FOS provided 30-45 days advance notice?

☐ Yes ☐ No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) What has been the condition of vehicles returned to FOS?

(3) Are the right equipment options completed?

☐ Yes ☐ No**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

No

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☐ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☐ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☐ Yes ☐ No

b. Is the space for working on vehicles adequate?

☐ Yes ☐ No

(1) Is it clean and organized?

☐ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☐ Yes ☐ No

(1) Is there an inventory?

☐ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☐ Yes ☐ No

(a) Are they clean and properly maintained?

☐ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☐ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☐ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☐ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☐ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

No

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☐ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☐ Yes ☐ No

(3) Is there adequate security?

☐ Yes ☐ No

(4) Who has access to the parts/supplies?

(5) Are batteries stored in a dry location, off the cement floor?

☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☐ Yes ☐ No

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked?

☐ Yes ☐ No

(1) Are there obsolete parts on hand?

☐ Yes ☐ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?

☐ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for?

☐ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?

☐ Yes ☐ No

(2) Are proper guidelines in place for record keeping?

☐ Yes ☐ No

(a) Are records reviewed by management?

☐ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse?

☐ Yes ☐ No

(a) How are tires stored?

(4) Is access to the tires restricted to the AT and his/her assistant or backup?

☐ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires?

☐ Yes ☐ No

(6) Does it appear tires are being replaced prematurely?

☐ Yes ☐ No

(7) Are adequate records maintained for used tires?

☐ Yes ☐ No

(a) Is the disposition of used tires within policy?

☐ Yes ☐ No

f. How are old tires/batteries disposed of?

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?

☐ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs?

☐ Yes ☐ No

(3) Are the provisions of any tire or battery disposal contract being met?

☐ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required?

☐ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked?

☐ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted?

☐ Yes ☐ No

(1) Who conducted the count?

**7. FUEL DISPENSING FACILITY**

EVALUATED

No

ACTION REQUIRED

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?

☐ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies?

(a) Is self-service or full-service used?

Destroy Previous Editions



**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?		
(1) Are records maintained as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Destroy Previous Editions

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED No	ACTION REQUIRED	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED No	ACTION REQUIRED	CORRECTED
a. Are fleet records logically filed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Destroy Previous Editions

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?		
e. Do invoices indicate parts are being supplied by the CHP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED No	ACTION REQUIRED CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED No	ACTION REQUIRED CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program? ☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs? ☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training? ☐ Yes ☐ No

(a) Are mandatory exercises being conducted? ☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented? ☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory? ☐ Yes ☐ No

(2) Is the repair person proficient? ☐ Yes ☐ No

(3) Is service available on weekends? ☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service? ☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition? ☐ Yes ☐ No

(6) Are any repairs being done by riders? ☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time? ☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section? ☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles? ☐ Yes ☐ No

(1) Is safety compromised? ☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited? ☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings? ☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism? ☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area? ☐ Yes ☐ No

(a) Has it been inspected and approved? ☐ Yes ☐ No

(b) Are records of the approval on file? ☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements? ☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations? ☐ Yes ☐ No

(2) Is there ample supply available? ☐ Yes ☐ No

(3) Are spare tires available? ☐ Yes ☐ No

(4) Is a battery charger available? ☐ Yes ☐ No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

**1. AREA ADMINISTRATION**

- 1.a. The Facility fleet is provided by the Host Area, which in this case, is the Temecula Area Office. The Facility Commander works closely with the Host Area Commander to ensure the balanced rotation of vehicles from the Temecula Area fleet to minimize extended mileage and excessive maintenance costs.

The Facility Commander in this instance does not review or approve invoices for the assigned fleet. This is accomplished by the Host Area and the assigned Automotive Technician (AT) for Temecula Area.

**2. VEHICLE USE**

- a. The Facility has a total of three "E" class vehicles assigned to it from the Host Area. One is assigned exclusively to the Division Explosives Detection Canine (EDC) Handler. One is utilized for S/B Scale operations. The third vehicle is used for N/B Scale operations, scale sign enforcement, and sergeant use alternately.
- a.(2) The Host Area is responsible for providing the required information to calculate the vehicle allotment formula. However, the Facility's assigned uniformed strength is twenty-six (26) officers and the allotted amount of vehicles assigned from the Host Area falls below the established guidelines.
- b.(1) Uniformed personnel are directed to coordinate through the Host Area AT for all repairs to the fleet. As a result, there are no tools provided for the performance of minor repairs to the vehicles.
- c. Facility fleet assets are not kept at employee's residences after shift with the exception of the Division EDC handler. His vehicle is made available for the quick deployment of the EDC canine at all times.
- d. The Facility only allows ride-alongs for authorized members of the Department as they are determined to be job critical.

**SUMMARY:**

Due to the specialized mission of commercial inspection facilities, much of the contents of this chapter do not apply to this facility. Many of the concepts and requirements of the chapter are fulfilled by the Host Area for this facility which is the Temecula Area Office.

A handwritten signature in black ink, appearing to read 'R. Specht', followed by a small flourish.

R.SPECHT, Lieutenant  
Commander

A handwritten signature in black ink, appearing to read 'M.G. Brown', followed by a long horizontal flourish.

M.G. BROWN, #11184  
Sergeant

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

AREA Desert Hills I.F.	DIVISION Border	NUMBER 656
EVALUATED BY Sgt. M.G. Brown, #11184		DATE 08/25/2009

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW  DATE

<b>1. AREA ADMINISTRATION</b>	EVALUATED 08/25/09	ACTION REQUIRED No	CORRECTED
-------------------------------	-----------------------	-----------------------	-----------

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes   ☐ No

(1) Is the Area commander involved and informed? ☒ Yes   ☐ No

(a) Does he/she monitor invoices? ☐ Yes   ☒ No

(2) Who is authorized to approve invoices?   See Attached

b. What is the background experience of the Automotive Technician (AT)?   N/A - See Attached.

(1) Are sufficient instructions and training provided? ☐ Yes   ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☐ Yes   ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes   ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☐ Yes   ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☐ Yes   ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes   ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes   ☐ No

c. How much maintenance work is being done by the AT?

(1) Is he/she qualified to perform maintenance and minor repairs? ☐ Yes   ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT?

<b>2. VEHICLE USE</b>	EVALUATED 08/25/09	ACTION REQUIRED No	CORRECTED
-----------------------	-----------------------	-----------------------	-----------

a. How many "E" Class vehicles are assigned to the Area?   See Attached



**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? See Attached

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☐ Yes ☒ No

(a) Is there a supply of tools and minor equipment available?

☐ Yes ☒ No

c. What is the justification for any vehicle kept at employees homes after duty hours? See Attached

d. Who does the commander allow to ride in vehicles? See Attached

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☐ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☐ Yes ☐ No**3. SERVICE ARRANGEMENTS**

NOT AN AREA FUNCTION

EVALUATED

No

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles?

(1) Are they authorized dealers?

☐ Yes ☐ No

(2) What process was used in selecting a service vendor?

(3) What are the hourly rates being charged?

(a) Are discounts given on parts?

☐ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☐ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☐ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☐ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles?

☐ Yes ☐ No

(1) How are interiors cleaned?

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical?

☐ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☐ No

(3) Is there more than one car wash facility available?

☐ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☐ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☐ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☐ No

d. How do officers report defective equipment?

(1) Who is authorized to declare a vehicle unsafe for patrol?

(a) Who determines when a vehicle is safe after repair or checking of defects?

(b) Does he/she sign off the report form and indicate what has been done?

☐ Yes ☐ No

(c) Is this system effective?

☐ Yes ☐ No

(d) How long are records kept?

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☐ Yes ☐ No**4. MILEAGE MANAGEMENT***Handled by Host Area*

EVALUATED

No

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☐ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☐ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☐ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished?

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☐ Yes ☐ No

(2) Does the AT understand what is required?

☐ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☐ Yes ☐ No

(a) If so, how does it effect mileage averaging?

c. How does the Area project run outs?

(1) Is FOS provided 30-45 days advance notice?

☐ Yes ☐ No

Destroy Previous Editions

(2) What has been the condition of vehicles returned to FOS?

(3) Are the right equipment options completed?

☐ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

*HANDLED BY HOST AREA*

EVALUATED

No

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☐ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☐ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☐ Yes ☐ No

b. Is the space for working on vehicles adequate?

☐ Yes ☐ No

(1) Is it clean and organized?

☐ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☐ Yes ☐ No

(1) Is there an inventory?

☐ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☐ Yes ☐ No

(a) Are they clean and properly maintained?

☐ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☐ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☐ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☐ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☐ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

*HANDLED BY HOST AREA*

EVALUATED

No

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☐ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☐ Yes ☐ No

(3) Is there adequate security?

☐ Yes ☐ No

(4) Who has access to the parts/supplies?

(5) Are batteries stored in a dry location, off the cement floor?

☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☐ Yes ☐ No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked? ☐ Yes ☐ No

(1) Are there obsolete parts on hand? ☐ Yes ☐ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☐ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☐ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☐ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☐ Yes ☐ No

(a) Are records reviewed by management? ☐ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☐ Yes ☐ No

(a) How are tires stored?

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☐ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☐ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☐ No

(7) Are adequate records maintained for used tires? ☐ Yes ☐ No

(a) Is the disposition of used tires within policy? ☐ Yes ☐ No

f. How are old tires/batteries disposed of?

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☐ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☐ No

(3) Are the provisions of any tire or battery disposal contract being met? ☐ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☐ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☐ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☐ Yes ☐ No

(1) Who conducted the count?

**7. FUEL DISPENSING FACILITY**

N/A

EVALUATED  
No

ACTION REQUIRED

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☐ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies?

(a) Is self-service or full-service used?

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?		
(1) Are records maintained as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED	ACTION REQUIRED	CORRECTED
<i>N/A</i>	No		
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED	ACTION REQUIRED	CORRECTED
<i>Handled by H&amp;S files</i>	No		
a. Are fleet records logically filed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage?

☐ Yes ☐ No

d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?

☐ Yes ☐ No

(1) Are hourly rates in line with prevailing rates?

☐ Yes ☐ No

(2) Does the AT refer to manuals for invoice cost information?

☐ Yes ☐ No

(3) Is work being done by vendors that should be done by the AT?

☐ Yes ☐ No

(4) Are there any warranty problems?

☐ Yes ☐ No

(a) If so, are they being resolved?

☐ Yes ☐ No

(5) Is the credit card being used in lieu of an invoice?

☐ Yes ☐ No

(6) Does the commander or his/her designee review and/or approve invoices?

☐ Yes ☐ No

(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?

e. Do invoices indicate parts are being supplied by the CHP?

☐ Yes ☐ No

(1) If parts are on invoices, does the vendor give a discount?

☐ Yes ☐ No

f. Are fleet operations bulletins maintained and accessible to the AT?

☐ Yes ☐ No**10. CONDITION OF THE FLEET**EVALUATED  
No

ACTION REQUIRED

CORRECTED

a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?

☐ Yes ☐ No

(1) Have any unauthorized modifications been made on vehicles?

☐ Yes ☐ No**11. MOTORCYCLES**EVALUATED  
No

ACTION REQUIRED

CORRECTED

a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?

☐ Yes ☐ No

(1) Are the program objectives clearly understood by the commander and supervisors?

☐ Yes ☐ No

(2) Does the Area have an up-to-date SOP relating to motorcycle operations?

☐ Yes ☐ No

b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?

☐ Yes ☐ No

(1) Are motorcycles being used on beats with predominantly high speed problems?

☐ Yes ☐ No

(2) Are motorcycles used for special duty officer transportation?

☐ Yes ☐ No

(3) Are motorcycles parked at the Area office during vacations and extended days off?

☐ Yes ☐ No

c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?

☐ Yes ☐ No

(1) What system is in place to verify understanding and compliance?

(2) Are Bulletins discussed with riders?

☐ Yes ☐ No

d. What type of active safety program does the Area have?

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program?

☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes ☐ No

(a) Are mandatory exercises being conducted?

☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes ☐ No

(2) Is the repair person proficient?

☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☐ No

(6) Are any repairs being done by riders?

☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☐ No

(1) Is safety compromised?

☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes ☐ No

(a) Has it been inspected and approved?

☐ Yes ☐ No

(b) Are records of the approval on file?

☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes ☐ No

(2) Is there ample supply available?

☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☐ No

(4) Is a battery charger available?

☐ Yes ☐ No



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

**1. AREA ADMINISTRATION**

- 1.a. The Facility fleet is provided by the Host Area, which in this case, is the San Gorgonio Pass Area (SGPA). The Facility Commander works closely with the Host Area Commander to ensure the balanced rotation of vehicles from the SGPA fleet to minimize extended mileage and excessive maintenance costs.

The Facility Commander in this instance does not review or approve invoices for the assigned fleet. This is accomplished by the Host Area and the assigned ASM for SGPA.

**2. VEHICLE USE**

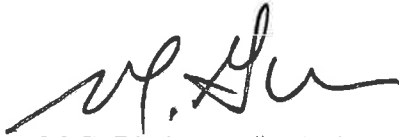
- a. The Facility has a total of four "E" class vehicles assigned to it from the Host Area. One is assigned exclusively to the Division Explosives Detection Canine (EDC) Handler. Two are utilized for E/B and W/B Scale operations, and one vehicle is used for scale sign enforcement and sergeant use alternately.
- a.(2) The Host Area is responsible for providing the required information to calculate the vehicle allotment formula. However, the Facility's assigned uniformed strength is twenty-six (26) officers and the allotted amount of vehicles assigned from the Host Area falls within the established guidelines.
- b.(1) Uniformed personnel are directed to coordinate through the Host Area ASM for all repairs to the fleet. As a result, there are no tools provided for the performance of minor repairs to the vehicles.
- c. Facility fleet assets are not kept at employee's residences after shift with the exception of the Division EDC handler. His vehicle is made available for the quick deployment of the EDC canine at all times.
- d. The Facility only allows ride-alongs for authorized members of the Department as they are determined to be job critical.

**SUMMARY:**

Due to the specialized mission of commercial inspection facilities, much of the contents of this chapter do not apply to this facility. Many of the concepts and requirements of the chapter are fulfilled by the Host Area for this facility which is the San Gorgonio Pass Area.



R.A. Finale, Lieutenant  
Commander



M.G. BROWN, #11184  
Sergeant

AREA <b>San Geronio Pass</b>	DIVISION <b>Border</b>	NUMBER <b>655</b>
EVALUATED BY <b>Sergeant Hal Bonilla, #13443</b>		DATE <b>09/28/2009</b>

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW  DATE <b>9.29.09</b>

### 1. AREA ADMINISTRATION

EVALUATED <b>X</b>	ACTION REQUIRED <b>No</b>	CORRECTED
-----------------------	------------------------------	-----------

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes    ☐ No

(1) Is the Area commander involved and informed? ☒ Yes    ☐ No

(a) Does he/she monitor invoices? ☒ Yes    ☐ No

(2) Who is authorized to approve invoices? Refer to attached narrative

b. What is the background experience of the Automotive Technician (AT)? Refer to attached narrative

(1) Are sufficient instructions and training provided? ☒ Yes    ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes    ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes    ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes    ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes    ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes    ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes    ☐ No

c. How much maintenance work is being done by the AT? Refer to attached narrative

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes    ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Refer to attached narrative

### 2. VEHICLE USE

EVALUATED <b>X</b>	ACTION REQUIRED <b>No</b>	CORRECTED
-----------------------	------------------------------	-----------

a. How many "E" Class vehicles are assigned to the Area?

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Refer to attached narrative

d. Who does the commander allow to ride in vehicles? Refer to attached narrative

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**

EVALUATED

X

ACTION REQUIRED

No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Refer to attached narrative

(1) Are they authorized dealers?

☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Refer to attached narrative

(3) What are the hourly rates being charged? Refer to attached narrative

(a) Are discounts given on parts?

☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☐ Yes ☒ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? Refer to attached narrative

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☐ Yes ☒ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned?

## AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☒ No

(3) Is there more than one car wash facility available?

☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☐ No

d. How do officers report defective equipment? Refer to attached narrative

(1) Who is authorized to declare a vehicle unsafe for patrol? Refer to attached narrative

(a) Who determines when a vehicle is safe after repair or checking of defects? Refer to attached narrative

(b) Does he/she sign off the report form and indicate what has been done?

☒ Yes ☐ No

(c) Is this system effective?

☒ Yes ☐ No

(d) How long are records kept? Refer to attached narrative

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes ☐ No

## 4. MILEAGE MANAGEMENT

EVALUATED

X

ACTION REQUIRED

No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Refer to attached narrative

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes ☐ No

(2) Does the AT understand what is required?

☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? Refer to attached narrative

c. How does the Area project run outs? Refer to attached narrative

(1) Is FOS provided 30-45 days advance notice?

☒ Yes ☐ No

(2) What has been the condition of vehicles returned to FOS? Refer to attached narrative

(3) Are the right equipment options completed?

☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

X

ACTION REQUIRED

No

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☒ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

X

ACTION REQUIRED

No

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☒ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? Refer to attached narrative

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

## AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☐ Yes ☐ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? Refer to attached narrative

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☒ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☐ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? Refer to attached narrative

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☒ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? Refer to attached narrative

## 7. FUEL DISPENSING FACILITY

EVALUATED

X

ACTION REQUIRED

No

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? Refer to attached narrative

(a) Is self-service or full-service used? Refer to attached narrative



**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Refer to attached narrative		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? Refer to attached narrative		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? Refer to attached narrative		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? Refer to attached narrative		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? Refer to attached narrative		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? Refer to attached narrative		
(2) At what level is it refilled? Refer to attached narrative		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED X	ACTION REQUIRED No	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management? Refer to attached narrative			
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED X	ACTION REQUIRED No	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located? Refer to attached narrative			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? Refer to attached narrative			
(3) How is the information used in Area's fleet administration? Refer to attached narrative			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Refer to attached narrative		

e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

<b>10. CONDITION OF THE FLEET</b>	EVALUATED X	ACTION REQUIRED No	CORRECTED
-----------------------------------	----------------	-----------------------	-----------

a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

<b>11. MOTORCYCLES</b>	EVALUATED N/A	ACTION REQUIRED N/A	CORRECTED
------------------------	------------------	------------------------	-----------

a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		

(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------------------	------------------------------	-----------------------------

d. What type of active safety program does the Area have?		
-----------------------------------------------------------	--	--

## AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program?

☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes ☐ No

(a) Are mandatory exercises being conducted?

☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes ☐ No

(2) Is the repair person proficient?

☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☐ No

(6) Are any repairs being done by riders?

☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☐ No

(1) Is safety compromised?

☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes ☐ No

(a) Has it been inspected and approved?

☐ Yes ☐ No

(b) Are records of the approval on file?

☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes ☐ No

(2) Is there ample supply available?

☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☐ No

(4) Is a battery charger available?

☐ Yes ☐ No

## AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

## SAN GORGONIO PASS AREA - 655

### CHAPTER 6 INSPECTION

#### Fleet Management

- 1.a.2 The Area commander is directly involved with the process of fleet management and routinely reviews related invoices and purchase requisitions. The Area commander, Captain Ron Jones and Administrative Sergeant Dave Waters are responsible for approval and authorizing all invoices.
- 1.b.(1-7) The Area's Auto Technician (AT), Ron Torres is well-informed and qualified to perform his duties. He regularly receives training (most recently in August 2009 at Border Division) in regards to newer model vehicles and changes from previous models. The AT has been in his current position for the past six years and has built a very good relationship with Area personnel, as well as the local vendors. The AT is normally on-duty for the morning shift change and at the end of his assigned shift, thus ensuring there are sufficient vehicles to deploy for the Second Shift.

The AT does not routinely attend staff meetings. Fleet related issues are normally addressed with the Administrative Sergeant, Dave Waters.

***Action Item:*** *In the future the AT will be scheduled to attend at least one staff meeting during the year to discuss or address any issues with Area management. The AT's attendance will be documented on the staff meeting minutes.*

- 1.c. The Area's AT performs approximately ninety percent of all regularly scheduled maintenance work including but not limited to oil changes, transmission services, brake pad replacement, tires and electrical repairs. Additionally, the AT is qualified to perform minor radio related repairs which minimize the use of the Department's Radio Technicians. The AT also completes the majority of minor repairs and relies on local dealerships for warranty work or work requiring major repairs. Currently, the AT does not have any assigned collateral duties.
- 2.a.(1-2) The Area currently has sixteen Class "E" enforcement vehicles, three SMPV vehicle, three canine vehicles, two specialty all terrain vehicles, two MRE trucks, one Motor Carrier van and two unmarked commander's vehicles. The number of vehicles assigned to the Area meets the minimum justification for the number of officers assigned.

- 2.b.(1) The AT is normally on duty for the morning shift change and at the end of his shift to ensure there are sufficient vehicles to deploy during the second shift.
- 2.b.(1).(a) Officers are allowed to make minor repairs to vehicles, i.e.; changing light bulbs, tightening spot lights or changing tires on weekends and after hours to ensure the maximum number of vehicles are available.
- 2.c Departmental policy allows for the home storage of nine vehicles assigned to the Area which are three canine vehicles, three resident post vehicles, one Motor Carrier vehicle and the Commander's vehicle. With the exception of the aforementioned vehicles, no other vehicles are authorized for home storage after duty hours.
- 2.d It is the current policy of the Area to only allow Senior Volunteers actively involved in assigned duties, perspective cadet candidates currently in the hiring process and other ride-alongs authorized by the commander to ride in Class "E" enforcement vehicles. A CHP 428 is completed and retained in the clerical office for all ride-alongs.
- 3.a.(1-6) Area utilizes two authorized dealerships (Ramsey Street Repairs & Gosch Auto Repairs) and two local body shops (Lee's Auto Shop & Class Act Auto Body) for major repairs of the fleet. Over the last six years, the AT has built good working relationships with the aforementioned establishments and is generally charged an hourly rate of \$59.00 or below. The AT is knowledgeable and closely adheres to policies set forth in MPM 11.2 regarding the purchasing of parts. Additionally, the AT routinely bargains with the Area's vendors to ensure he receives the maximum discounts on parts as well as labor.
- 3.b The Area normally requires seventy-five percent of the fleet be available during weekends. Area has not experienced a problem with vehicle availability at any time during this week.
- 3.c.(1-6) The Area utilizes two separate car washes (Highland Springs Carwash & Hemet Carwash) for exterior washing and maintenance of the interior of the patrol vehicles. The car washes are strategically located in the Area to ensure minimum officer time is utilized in the process.

- 3.d.(1).a- The Area uses a "BO" Sheet for the purpose of documenting vehicle defects of all types. Officers will indicate on the "BO" sheet if the vehicle is unsafe to operate or can be driven until minor repairs can be made. The AT reviews the sheet at the beginning of his shift then arranges or makes the necessary repairs. The AT then determines if the vehicle is properly repaired and is safe to return to service. This system works well to ensure all deficiencies are addressed in a timely manner and to identify potentially unsafe vehicles are not driven.
- 3.d.(1)e The Area SOP requires that all vehicles involved in pursuits be immediately put out of service until a full safety inspection is can be conducted by the AT. The shift sergeant advises the AT via e-mail or a sergeant's log entry as well as the "BO" sheet indicating a vehicle has been involved in a pursuit.
- 4.a-b The AT closely monitors (using the Veeder-Root Monitor System) the fleets' mileage to ensure that vehicles maintain an equitable mileage accumulation and reach the projected 100,000 mile limit within a three year period. Vehicles with higher than anticipated miles are exchanged with vehicles at the Desert Hills Inspection Facility (Scales) to ensure effective mileage averaging and to eliminate the possibility that numerous vehicles do not run out at the same time.
- 4.c The AT provides Fleet Operations Section (FOS) with 45 days advance notice of a vehicle run-out as the respective vehicle reaches approximately 96,000 miles. This allows sufficient time to ensure that necessary repairs are completed before returning the vehicle to FOS. Prior to being returned, all Area vehicles are required a full inspection to ensure the vehicle is in good condition and properly equipped.
- 5.a The AT keeps his office in a tidy organized condition and has adequate room for current reference manuals, technical orders and bulletins.
- 5.b The Area has a modern two bay work area with more than adequate space for performing work on the fleet. The bays are kept in flawless condition and free of clutter. The bay floors have been sealed with an epoxy coating and are kept clean of vehicle fluids.



- 5.c-f The AT maintains a minimum of the tool inventory listed in HPM 31.1, Chapter 6. The tools are accessible to the AT when he is working on vehicles with tools being inventoried annually. During this interview, the AT indicated he has a sufficient supply of tools to perform required tasks and isn't in need of additional equipment. The auto bays, as well as the AT's office are secured at the end of each work shift. The AT and supervisors are the only employees with keys to the area.
- 6.a.(1-5) The majority of the parts and supplies are located upon shelves within the AT's area. There is adequate space on the shelves and the parts are neatly arranged and logically organized. Access to the area is limited to the AT and Area supervisors. The AT does not maintain a supply of vehicle batteries at the Area. Batteries are obtained and installed as needed, eliminating the need for storage or potential release of hazardous materials.
- 6.b-d The AT uses the Fleet Focus (FF) Program to manage his automotive parts and supplies as well as the tire inventory which allows him to maintain a reasonable number of replacement parts on-hand. Parts like water-pumps, air-conditioning condensers, starters, alternators, etc are provided to the particular vendor for installation as necessary.
- 6.e-g The tire inventory is monitored using the FF, as well as physical inventories. Tire requisitions through Purchasing Services Unit are submitted as needed. The tire inventory is stored in a secured out-building with the AT and Administrative Sergeant having the only access to the keys. The AT sends out the CHP 265 (Sale of Discarded Tires/Junk Batteries/Used Rotors) to all perspective bidders. The contract is then given to the highest bidder who has a current permit and is qualified for their removal.
- 6.h Area completes an inventory of all parts every two months as documented on the inventory sheet located on the clipboard in the AT's office. The inventory is conducted by the AT who is may be assisted by a Senior Volunteer.
- 7.a.(1-2) The fleet is normally fueled at the gas pumps located at the Area. Only under emergencies circumstances are the Voyager Credit cards used to fuel the units. Briefing items, as well the Area SOP address the need to only fuel at Area and under no circumstances are full service stations to be used.

- 7.b.(1-8) The fuel island is clean, organized and properly stocked. The fuel dispensers are maintained in good condition and are equipped with break-away couplers. The "Emergency Shut off Valve" is located on the exterior of the southwest out-building and is clearly visible from the fuel island. A fully charged fire extinguisher is mounted to the support pole located in the center of the island.
- 7.d Individual officers are responsible for fueling their assigned vehicles, checking the vital fluids, cleaning the vehicle's windshield at the end of each shift and proper documentation of the CHP 33.
- 7.e The Area's underground storage tanks are tested for leaks on a monthly basis and the meters are calibrated annually. The Area is equipped with an electronic key pad system that provides meter security as well as monitoring the amount of fuel being dispensed. The system will not activate unless the proper code is entered. Additionally, the system (Veeder-Root Monitor System) maintains an on-going record of individual fuel usage for each vehicle. When fuel levels in the tank reach 1,500 gallons or less, the AT will place an order for additional fuel with the contracted distributor. The AT physically measures the level of the tank before and after each delivery to ensure accuracy.
- 8.a The Area's Occupational Safety Supervisor conducts an inspection of the facility, including the AT's work area and office on a semi-annual basis. The findings are documented on a CHP 113(a) which are kept in file. A review of the past CHP 113's indicated no safety issues were observed in the vehicle bays or AT's office.
- 8.b (1-9) A physical inspection of the AT's work was conducted. The area was found to be neat, organized and in excellent condition. The floors are kept free of vehicle leaks and no safety concerns were noted. The vehicle bay contains a fully charged fire extinguisher which is mounted to the wall in plain view just outside the bay area. Masks and safety glasses were accessible and are being used routinely.
- One of the two auto bays is equipped with an electric vehicle hoist which was tested and found to be good working condition.
- 8.c The AT has been in his current position for approximately six years. During this time he has not sustained a work related injury. The AT prides himself on his safety record and understands the importance of maintaining a safe work environment.

- 9.a An inspection of the fleet records indicate they are logically filed by highest mileage to lowest mileage in a filing cabinet located adjacent to the AT's desk. A review of the individual vehicle files revealed they are current and complete.
- 9.b A review of the FF document indicates they comply with the procedures contained in HPM 31.1. The reports were legible and complete and are reviewed by the Administrative Sergeant on a quarterly basis.
- 9.c A current CHP 424 was reviewed and did not reveal any unusual repair patterns or duplicate services and that required service was conducted at proper mileage intervals.
- 9.d The AT's work efforts are extremely diligent using the most effective and economical method of repairing the Area's fleet. The AT conducts the majority of vehicle repairs and only utilizes local vendors to complete major repairs or repairs covered under warranty. The AT is aware purchasing vehicle parts with the Area credit card is strictly prohibited.
- 9.e When parts are supplied by the Area for needed repairs they are documented on the invoice (using Fleet Focus Program) and appropriately discounted from the total amount of the repairs.
- 9.f The AT maintains several binders in his office which contain fleet operation bulletins over the past several years.
- 10 a(1) A review of the last sixth months of CHP 33E's indicate discrepancies regarding the condition of the trucks and related equipment. Recently, the AT in conjunction with the Area's Maintenance Worker inspected and corrected these discrepancies. No unauthorized modifications to the vehicles within the Area's fleet were noted by the inspector or by the AT.